

**Addendum**  
**Board Meeting**  
**March 24, 2022**

# BARRE UNIFIED UNION SCHOOL DISTRICT

## NEW HIRE NOTIFICATION FORM

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

Date Received by Central Office:

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

Name:  Location:

Submission Date:  Administrator Action/Checklist Complete: ☒ Y ☐ N

Position:  Grade (If Applicable):

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

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

Account Code:

Replacement? ☐ Y ☒ N

If Yes, For Whom?  Salary Rate: \$

Administrator Approval:  Signature Date:

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

## For Central Office Use Only:

Contract Complete Date  Offer Letter Complete Date  DOH

Total Years of Experience:  Step:  Salary Placement:

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

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

Days Per Year:  Salary: \$  Contract Days:

Teacher: AOE Endorsement: ☐ YES ☒ NO

If No, Required: ☒ Provisional ☐ Emergency ☐ Apprenticeship

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

*Christopher H. Fenner*

Superintendent Approval Signature

MARCH 22, 2022

Date

# Olivia L. Mauro

## ***Education***

---

### **Pennsbury High School**

Fairless Hills, Pennsylvania

**GPA:** 4.340

Attended August 2014 to June 2018

Degree conferred June 2018

### **University of Vermont**

Burlington, Vermont

Bachelor of Education

**Major:** Secondary English Education, **Minor:** Special Education

**GPA:** 3.920

**Credit Hours:** 72

Attended August 2018 to Present

## ***Experience***

---

### **South Burlington High School**

Jan 2022 - Present

Student Intern/Teacher in English Language Arts

550 Dorset Street

As a student-teacher/intern in the English Department at South Burlington High School, I have had the opportunity to explore and consequently form a unique style of teaching that aligns with my "philosophy" of education. The classes I have been able to observe and teach in include 9th grade English, Progressive English (remedial), and AP Language and Composition. I believe that this range in curriculum, content, and student population demonstrate my ability to adapt and properly to and accommodate for any and all types of classes. This experience has allowed me to facilitate a student-centric, inquiry-based learning experience. This model, I believe, is best to prepare students for a world outside of public-school education. Additionally, the subject of ELA is subjective in nature and urges us to pose and engage in questions that pertain to fields outside of the discipline. In the modern, everchanging world, it is important to be willing to adopt new perspectives, despite differing from our own. My experience as a student-teacher in ELA has presented my desire to provide an equity-based, culturally responsive, trauma-informed learning experience that will be reflected in my text selection, use of varying learning strategies, and positive classroom environment.

**Reason for leaving:** My internship was scheduled to begin January of 2022 and end when the University of Vermont's semester concludes in May of 2022.

**Supervisor:** Veronica White/Lissa McDonald (802-652-7000)

**Experience Type:** Student Teaching, Full-time

It is **OK** to contact this employer

---

### **South Burlington High School**

Aug 2021 - Dec 2021

Student Intern/Teacher in Special Education

550 Dorset Street

As a senior at The University of Vermont, I have been actively working towards obtaining teaching licensure. I made the decision to become dually endorsed in both Special Education and Secondary English Language Arts Education. The purpose of this decision was to gain an enriching, well-rounded, and realistic experience of secondary public schooling, as trends of students in the general education classroom are becoming more diverse. I believe that working under Ali Gingras in the South Burlington Special Education Department has formed me into an educator who can and will look at the "whole-child." Placing my students at the center of their own learning experience is imperative, thus fostering relationships with my students and understanding their strengths, areas of growth, and interests outside of education was my top priority. This interning experience ultimately prepared me to fully understand the legal side of Special Education, the proper way to write documents such as an IEP or 504, and has allowed me to discover new ways to differentiate content and curriculum to produce the highest amount of participation and engagement.

**Reason for leaving:** My internship was scheduled to begin August of 2021 and end at the end of The University of Vermont's semester in December of 2021.

**Supervisor:** Alison Gingras/Lissa McDonald (802-652-7000)

**Experience Type:** Student Teaching, Part-time

It is **OK** to contact this employer

---

### **South Burlington High School**

Aug 2021 - Dec 2021

Behavioral Interventionist

550 Dorset Street

- I worked one-on-one with students with severe disability(s).
- I differentiated/accommodated content that was more appropriate for the students' abilities.
- I supervised transitions from class to class.
- I provided lunch support when necessary.

**Reason for leaving:** My full-time student-teaching/internship did not provide me enough time to hold this position.

**Supervisor:** Sayre Ludlow (802-652-7000)

**Experience Type:** Public School, Part-time

It is **OK** to contact this employer

---

### **UVM Chatty Cats**

Jan 2020 - Mar 2020

Caller

Burlington, VT

- Called Alumni to update them about UVM Events, Reunions, and Donations

**Reason for leaving:** COVID-19 pandemic.

**Supervisor:** Kevin Fuerst (802-656-3227)

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

Please **do not** contact this employer

---

## ***Leadership and Accomplishments***

Leadership Activities:

- The University of Vermont Big Brothers Big Sisters/Big Buddies Club, President, Burlington, VT
- Pennsbury High School Varsity Field Hockey, Captain (2017-2018), Fairless Hills, PA

**BARRE UNIFIED UNION SCHOOL DISTRICT**  
(Please send both sides of this back-to-back form)

**TRANSFER/CHANGE/TERMINATION  
NOTIFICATION FORM**

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

Date Received by Central Office:

Action (X all that apply):

☒ Transfer    ☐ Changes in Hours/Schedule    ☐ Changes in Wages    ☐ Termination  
☒ Other Change from Interim

Name: Pierre Laflamme

Location: SCEMS

Effective Date of Change: 7/1/22

(Transfer-use the first day of the pay period if possible.)

**Section 1: TRANSFER / CHANGE IN HOURS OR WAGES** (Fill in both Current and New)

**CURRENT:**

Current Position: Interim Principa

(e.g. Teacher, Para-Educator, Administrator, Bookkeeper, etc.)

Classification: Admin

(e.g. Teacher, Para, AFSCME, Non-Con A,B,C or D or Admin.)

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

Current Rate of Pay: 94,500.00 Hourly-Non Exempt ☐ or Salary-Exempt ☒

Account Code: —

**NEW:**

New Position: Principal

(e.g. Teacher, Para-Educator, Administrator, Bookkeeper, etc.)

Classification: Admin

(e.g. Teacher, Para, AFSCME, Non-Con A,B,C or D or Admin.)

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

New Rate of Pay: 97335.00 Hourly-Non Exempt ☐ or Salary-Exempt ☒

Account Code: —

Administrator Approval: Hennessey

Date: 3/22/22

Superintendent Approval on Reverse Side



Employee Name: Laflamme

## **Section 2: TERMINATION/RESIGNATION**

<b>Termination Type (X One):</b> <input type="checkbox"/> Voluntary <input type="checkbox"/> Involuntary	
<b>(Involuntary termination requires pre-approval from the superintendent)</b>	
<b>Reason:</b> <input type="text"/>	<b>Last Day Worked:</b> <input type="text"/>
<b>Current Position:</b> <input type="text"/> (e.g. Teacher, Para-Educator, Administrator, Bookkeeper, etc.)	<b>Classification:</b> <input type="text"/> (e.g. Teacher, Para, AFSCME, Non-Con A,B,C or D or Admin.)
<b>Administrator Approval:</b> <input type="text"/>	
<b>Date:</b> <input type="text"/>	

*Please Attached Resignation Letter or Notice for involuntary terminations.*

*Email completed packet to the HR email - [HR@buusd.org](mailto:HR@buusd.org). Do not send a paper copies through the pony.*

<b>For Central Office Use Only:</b>	
Exit Interview Requested: Date <input type="text"/>	By Whom? <input type="text"/>
<input type="text"/>	<input type="text"/>
<b>Exit Interview Approval Signature</b>	<b>Date</b>

<b>Superintendent Approval for Change in Employment Status or Termination:</b>	
<input type="text"/>	<input type="text"/>
<b>Superintendent and/or HR Director Signature</b>	<b>Date</b>

Updated 04/02/2020

# Pierre A Laflamme

## ***Education***

---

### **Lyndon State College**

Lyndon, Vermont

Postgraduate Coursework

**Major:** Educational Leadership

**Credit Hours:** 15

Attended January 2009 to December 2010

### **Johnson State College**

Johnson, Vermont

Master of Education

**Major:** Education

**GPA:** 3.800

**Credit Hours:** 36

Attended September 2003 to May 2006

### **Johnson State College**

Johnson , Vermont

Bachelor of Arts

**Major:** History

**GPA:** 3.680

**Credit Hours:** 123

Attended December 1998 to May 2002

Degree conferred May 2002

## ***Experience***

---

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

Jul 2021 - Present

Interim Co-Principal

Barre, VT

**Reason for leaving:** I am not looking to leave this institution.

**Supervisor:** Chris Hennessy (8024766541)

**Experience Type:** Public School, Full-time

It is **OK** to contact this employer

---

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

Jul 2016 - Jun 2021

Assistant Principal

Barre, Vermont

**Reason for leaving:** I am not looking to leave this institution.

**Supervisor:** J. Taffel, J. Tolman, C. Hennessey, H. Coon (802-476-6541)

**Experience Type:** Public School, Full-time

It is **OK** to contact this employer

---

**Stowe Middle and High Schools**

Aug 2006 - Present

Student Assistance Program Counselor

Stowe Vermont

Responsible for developing and implementing prevention and life skills education.

Member of Middle and High School Crisis Team

Provides support services (e.g. intervention, referrals, student advising).

Current member of the High School Educational Support Team

Current Voting Board Member of the Association of S.A.P.s in Vermont

Responsible for the completion of SAP grants for school and Tobacco grants for supervisory union

**Reason for leaving:** I am looking to transition from a counseling position to a full-time administrative or special education position.

**Supervisor:** Jeff Maher (253-7229)

**Experience Type:** Public School, Full-time

It is **OK** to contact this employer

---

**Johnson State College-Upward Bound STE**

Dec 2004 - Aug 2010

History/English/Science Teacher

Johnson Vermont

Title: Assistant to the Director/Sub-Tropical Ecosystems College Class

Coordinated, organized, and co-facilitated the course in the classroom and in the Florida Everglades.

Designed and wrote student debate on environmental issues.

Supervised students on ten-day trip to Florida.

**Supervisor:** Tony Blueter (802-635-1267)

**Experience Type:** Independent School, Full-time

It is **OK** to contact this employer

---

**Hyde Park Elementary School**

Sep 2003 - Dec 2005

Student Assistance Professional

Hyde Park, Vermont

Title: Student Assistance Program Counselor

Certified Student Assistance Professional

Certified Apprentice Drug and Alcohol Counselor.

Provided support services for a community of 275 students and staff.

Served on the Educational Support Team.

Responsible for the prevention and life-skills education for all students.

Responsible for the completion of monthly statistical tracking paperwork to the state of Vermont.



**Reason for leaving:** I could not be employed while I completed my student teaching for my history licensure.

**Supervisor:** Principal Eileen Leavitt (802-888-2237)

**Experience Type:** Student Teaching, Full-time  
It is **OK** to contact this employer

---

**Lamoille Union High School**

Sep 2003 - Jun 2005

Health Teacher

Hyde Park, Vermont

Title: Middle Level Health Teacher

Responsible for the creation and implementation of a standards-based health curriculum.

Daily management in the classroom for an average of fifteen students.

**Reason for leaving:** Had to give up this position so I could complete student teaching.

**Supervisor:** Mark Floyd (802-888-4261)

**Experience Type:** Student Teaching, Full-time  
It is **OK** to contact this employer

---

**Lamoille Union High School**

Sep 2002 - Jun 2003

Full Time, Long Term Substitute

Hyde Park Vermont

Title: Full-Time Substitute Teacher

Filled long-term staff vacancies in History, Chemistry, Biology, and Earth Science.

Worked in both the middle and high school communities.

Classroom management for an average of 20 students per classroom period.

**Reason for leaving:** I was offered a position within the district as the Student Assistance Professional at Hyde Park and MS Health Teacher.

**Supervisor:** Sharon Fortune, Principal (802-888-4261)

**Experience Type:** Student Teaching, Full-time  
It is **OK** to contact this employer

# BARRE UNIFIED UNION SCHOOL DISTRICT

## NEW HIRE NOTIFICATION FORM

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

Date Received by Central Office:

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

Name:  Location:

Submission Date:  Administrator Action/Checklist Complete: ☒ Y ☐ N

Position:  Grade (If Applicable):

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

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

Account Code:

Replacement? ☒ Y ☐ N

If Yes, For Whom?  Salary Rate: \$

Administrator Approval:  Signature Date:

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

## For Central Office Use Only:

Contract Complete Date  Offer Letter Complete Date  DOH

Total Years of Experience:  Step:  Salary Placement: \$

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

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

Days Per Year:  Salary: \$  Contract Days:

Teacher: AOE Endorsement: ☒ YES ☐ NO

If No, Required: ☐ Provisional ☐ Emergency ☐ Apprenticeship

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

*Christopher Hernandez*

Superintendent Approval Signature

MARCH 18, 2022

Date

# Mari Goodridge Miller

## ***Education***

---

### **Saint Michael's College**

Colchester , Vermont

Graduate Coursework

**Major:** Principal endorsement

**GPA:** 4.000

Attended January 2021 to May 2022 (*expected completion*)

### **Johnson State College**

Johnson , Vermont

Master of Arts

**Major:** Education, **Minor:** Curriculum/Literacy

**GPA:** 4.000

Attended June 2002 to August 2003

Degree conferred August 2003

### **University of Vermont**

Burlington, Vermont

College Coursework - no degree

**Major:** Additional Endorsement work

Attended August 1995 to May 1996

### **Lyndon State College**

Lyndonville, Vermont

Bachelor of Science

**Major:** Physical Education

Attended August 1985 to May 1988

Degree conferred May 1988

## ***Experience***

---

### **Rice Memorial High School**

Jul 1996 - Present

English Dept. Chairperson

South Burlington Vermont

Courses taught include: American Literature, Analytical Writing about Film, Honors English 9, Early British Literature, Late British Literature. Developed curriculum for Honors English 9 and 10, Online and in-school Creative Writing and Analytical Writing about Film. Previous courses include: Honors English 10, CP English 10, Topics English 10, College Writing

Professional responsibilities: Stunt Nite Coordinator 2005-present, Chair of Diocesan Standards' Board for teacher re-licensure, Chair NEASC Self-Study, English Dept. Chair. Previously: Assist. Chair NEASC visiting committee, Chair of NEASC committees, Technology Committee, Diocesan committee for ELA Curriculum update, Selection Committee for VT state writing benchmarks, VPA Hearst Scholarship committee (10yrs), Faculty representative to the School Board, Coached: Softball, baseball, soccer. I taught for VTVLC for a number of years and developed curriculum for their program, as well as

presented a couple of years at their annual conference.

**Reason for leaving:** I love my job as an English teacher and department chairperson however I would like to continue my professional growth by pursuing opportunities in administration.

**Supervisor:** Lisa Lorenz (802-862-6521)

**Experience Type:** Independent School, Full-time  
It is **OK** to contact this employer

---

### **Rice Memorial High School**

Jul 2005 - Jun 2010

Athletic Director

South Burlington Vermont

While working at Rice Memorial HS, I spent five years as the Athletic Director, while still teaching two classes of Honors English 10. During this time, I oversaw and implemented all aspects of the athletics program for a competitive Division I and Division II high school program; added athletic trainer coverage, created two prep level hockey programs, added boys' and girls' alpine skiing, and was an active member of the Vermont Principals' Association and Northern Vermont Athletic Conference. I was also the only Certified Athletic Administrator (NIAAA) to ever serve in this role.

**Reason for leaving:** Our principal, Msgr. Bourgeois, and the school board restructured the administration, combining the roles of Dean of Students and Athletic Director. I returned to teaching full-time in the English department. I stayed at the school.

**Supervisor:** Msgr. Bernard Bourgeois (802-862-6521)

**Experience Type:** Independent School, Full-time  
It is **OK** to contact this employer

---

### ***Business Owner***

I owned and operated an upscale bridal shop in downtown Burlington Vermont called "Scythia, A Bride's Shop" from 1992-1995. I oversaw all aspects of the business including purchasing, customer service, marketing, gown design and alteration, as well as accounting. I owned the shop following course work in fashion design at the University of Vermont.

---

### ***Certifications and Endorsements***

Principal Endorsement in process Completion date 5/2022

English grades 7-12 Expires 6/2026

Online Teaching Endorsement Expires 6/2026

Highly Qualified Teacher Identified 2013

Physical Education K-12 Not current

Science grades 7-12 Not current

Certified Athletic Administrator Since 2008

---

### ***St Johnsbury AP Summer Institute (College Board programs)***

Critical Reading and Excellent Writing 2019

AP English Literature 2017

AP English Language and Composition 2014

Pre-AP English (Vertical Teaming) 2011

---

UPDATED 3/23/2022							
Name		Residence		Preferred Committee(s)		Follow up email sent	
Jon Valsangiacomo		Barre Town		Policy		x	
Gina Akley		Barre Town		Finance, Facilities/Transp.		x	
Paul Malone		Barre Town		Finance		x	
Linda Dickson		Barre Town		Policy, Curriculum		x	
Cidney Bonneau		Barre Town		Finance		x	
Andy McMichael		Barre City		Policy, Facilities/Transp		x	
William Toborg		Barre City		Curriculum		x	
J. Guy Isabelle		Barre Town		Finance, Facilities/Transp.		Withdrew	
Rachel Aldrich-Whalen		Barre City		Curriculum		x	
Melissa Battah		Barre Town		Curriculum		x	
Mary Jane Ainsworth		Barre Town		Policy, Facilities/Transp		x	
Tess Taylor		Barre City		Finance		x	
Tasia Young		Barre Town		Curriculum, Policy		x	
Alan Burnor		Barre City		Policy, Facilities/Transp		x	
John Lyons Jr.		Barre City		Finance		x	
Thomas Kelly		Barre City		Policy		x	
Finance Cmt		Curriculum Cmt		Facilities/Transp. Cmt		Policy Cmt	
Barre City	Barre Town	Barre City	Barre Town	Barre City	Barre Town	Barre City	Barre Town
Tess Taylor	Gina Akley	William Toberg	Linda Dickson	Andy McMichael	Gina Akley	Andy McMichael	Jon Valsangiacomo
John Lyons Jr	Paul Malone	Rachel Aldrich-Whalen	Melissa Battah	Alan Burnor	Mary Jane Ainsworth	Alan Burnor	Linda Dickson
	Cidney Bonneau		Tasia Young			Thomas Kelly	Mary Jane Ainsworth
							Tasia Young

Tess Taylor

45 Granite Street#2 Barre, VT 05641 802.522.7818 tmtaylor24@gmail.com

March 21, 2022

Tina Gilbert  
BUUSD Central Office  
120 Ayers Street  
Barre, VT 05641

RE: BUUSD Finance Committee seat

Dear Ms. Gilbert,

I am writing with interest in the vacant seat on the BUUSD Finance Committee representing Barre City. I am aware the this is a monthly commitment, with more frequent meetings possible during the budget preparation.

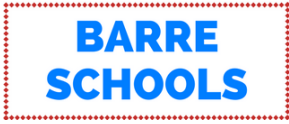
I served 6 years on the Spaulding High School board, and I also served on the Barre Supervisory Union Board in the years between 2003 and 2009. I chaired the Spaulding board and served on the Finance Committee. Although I know so much has changed since then, I am at a place where I have the time and energy to serve again.

I have deep pride in the schools of our community, and great respect for those who work in them, from those who care for the facilities, to educators and administrators, and all who volunteer. All our students deserve a good, stable school environment where they can flourish. I would be proud to support our schools and the community by serving on the Finance Committee.

Thank you for the opportunity to be considered.

Sincerely,

Tess Taylor, Barre City



Tina Gilbert <tgilbsu@buusd.org>

---

## School Board

1 message

---

**Tasia Young** <tasia.young03@gmail.com>  
To: tgilbsu@buusd.org

Tue, Mar 22, 2022 at 8:46 AM

Ms. Gilbert,

My name is Tasia Young, I am an 18 year old at Spaulding High School and a Barre Town resident. I am reaching out to express my interest in joining the Curriculum, and or, Policy School Board Committees.

Thank you for your time and consideration,  
Tasia Young

# Request to join committee from Alan Burnor

External

Inbox



**Flame Frozen** <21alaburno@gmail.com>

Mon, Mar 21, 10:18 PM (11 hours ago)

to me

I would like to join the policy committee and faculties committee. Hopefully as member I can contribute in a meaningful way to the betterment of our community

Alan Burnor

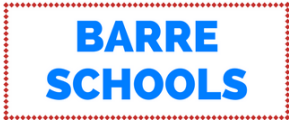
per\$yvrsv\$

=>:£Q \$5:\$q myxiw  
eks-

xs\$q i\$

I'm a Barre city resident





Tina Gilbert <tgilbbsu@buusd.org>

---

## BUUSD Community Seats

---

**Lyons Jr., John** <JLyons@concordgroupins.com>  
To: "tgilbbsu@buusd.org" <tgilbbsu@buusd.org>

Tue, Mar 22, 2022 at 11:50 AM

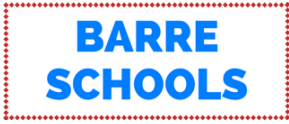
Ms. Gilbert:

Good afternoon

Please accept this e-mail as my interest in Finance Committee for Barre City. Should you require anything further, please feel free to contact me at this e-mail address or at 802/224-0555.

Thank you

John F. Lyons, Jr.  
9 Eastern Avenue  
Barre City



Tina Gilbert <tgilbbsu@buusd.org>

---

## Policy Committee

---

**Thomas Kelly** <thomaskelly.tom@gmail.com>  
To: tgilbbsu@buusd.org

Tue, Mar 22, 2022 at 12:18 PM

Tina Gilbert

I would like to be considered for an opening on the policy committee which serves to advise the Barre Unified Union School District school board. I have lived in the city of Barre most of my life and currently reside on Warren Street. My wife and I have had six children, all Spaulding High graduates with one graduating Barre City Elementary and Middle School. I have served this community and Lamoille County as a prosecutor from 1987 through early November 2021, when I was fired for failing to comply with mandates associated with COVID-19. I also served 29 years with the US Army.

If you have any questions or need more information please let me know.

Thank you.

Tom Kelly  
802-224-6309

[a previous email was kicked back with incorrect email address]

## BOARD ORGANIZATION MEETING DATA SHEET

6.2

BOARD: BUUSD BOARD

DATE OF REORGANIZATION MEETING: 3 / 10 / 22

### PRE-Meeting Activity:

- ALL BOARD MEMBERS STARTING A NEW TERM HAVE COMPLETED AN OATH OF ALLEGIANCE AND OFFICE WITH TOWN OR CITY CLERK PRIOR TO MEETING: YES: X NO: \_\_\_\_\_
- Reviewed the Essential Work of the School Board on the VSBA website: Yes X No \_\_\_\_\_

### Meeting Activities: (Superintendent calls the meeting to order)

ELECT BOARD CHAIR: Sonya Spaulding (Leads remainder of meeting)

ELECT BOARD VICE-CHAIR: Alice Farrell (optional, but best practice)

ELECT BOARD CLERK: Chris Parker

REGULAR BOARD MEETING DAY(S)/TIME(S): 2nd and 4th Thursdays Monthly at 6:00 pm

BOARD RETREAT DATE: April or May - Sonya will send Doodle Poll of dates/times

COMMITTEE ASSIGNMENTS (Assign at least 3 Board Members per Committee; Community members will be interviewed and selected at the next Board meeting.)

FINANCE: Nancy- Chair, Terry - V. Chair, Sarah

Day of Month/Time 3rd Thursday / 6:00 pm

FACILITIES: Renee, Giuliano, Terry, Tim

Day of Month/Time 2nd Monday / 6:00 pm

CURRICULUM: Nancy, Renee, Sarah, Chris

Day of Month/Time 1st Thursday / 6:00 pm

POLICY: Chris, Giuliano, Tim, Alice

Day of Month/Time 3rd Monday / 6:00 pm

NEGOTIATIONS: Renee, Sarah, Terry (Scheduled as Needed)

NOTE: If CVCC vote passes RAB committee will go away and be replaced by CVCC School Board.

RAB (1 Board Member): Alice Farrell (One meeting left for FY22)

CVCC School Board (1 Board Member): Alice Farrell

District Spokesperson (Superintendent/Board Chair): Chris Hennessey / Sonya Spaulding

AUTHORIZE CHAIR TO SIGN EMPLOYEE CONTRACTS: YES: X NO: \_\_\_\_\_ If no, Who? \_\_\_\_\_

AUTHORIZE CHAIR TO SIGN OTHER CONTRACTS: YES: X NO: \_\_\_\_\_ If no, Who? \_\_\_\_\_

**DESIGNATE** PERSON TO SIGN WARRANTS (Chair of Finance Cmt): Nance LeClerc

**DESIGNATE** ALTERNATIVE PERSON TO SIGN WARRANTS: Terry Reil

**LOCATIONS FOR POSTING AGENDAS & MINUTES:** Each School Building, Town and City Clerk's offices, Front Porch Forum, BUUSD websites, Central Office Building, Facebook Pages.

**AGREEMENT ON THE USE OF ROBERT'S RULES OF ORDER:** YES: X NO:    

**DISCUSS CODE OF ETHICS:** YES: X NO:    

**IDENTIFY COMMUNICATION PRACTICES:** YES: X NO:    

**DISCUSS BOARD DEVELOPMENT OPPORTUNITIES:** YES: X NO:    

**DISCUSS LOCAL AND STATEWIDE EDUCATION  
ADVOCACY RESPONSIBILITIES:** YES: X NO:     Alice (Intergovernmental Liaison)

**DESIGNATED NEWSPAPER(S):** Times Argus

**BOARD PACKET FORMAT:** Electronic and Paper

**Appoint** SU/SD's Voting Delegate for Statewide Health Care Bargaining (Chair of Negotiations Cmt): Fill in after first Meeting

Under the process approved at the 2018 VSBA annual meeting, each SU/SD has the ability to cast one vote to ratify the agreement reached by the statewide healthcare bargaining commission. Please be sure to add appointment of the SU/SD's voting delegate for statewide health insurance to the first meeting of your SU/SD board, as the ratification process requires each SU/SD to notify VSBA of the name, telephone number and email address of its voting delegate by April 1.

*If the commission enters into an agreement, the VSBA will host an informational webinar for the voting delegates within ten calendar days after execution of the agreement. Within ten calendar days after the informational webinar, the Vermont School Boards Association shall conduct an electronic ballot. Delegates will be provided at least ten calendar days' notice of the day of the vote. Delegates will be able to cast their vote through the electronic system between 7 am and 7 pm on the day of the vote.*



## Barre City Elementary & Middle School

Hayden Coon, PK-4 Principal  
 Pierre Laflamme, 5-8 Principal  
 Office (802) 476-6541  
 Fax (802) 476-1492

50 Parkside Terrace  
 Barre, VT 05641

Olivia Kane, PK-8 Assistant Principal  
 Counselors (802) 476-7889  
 Nurse (802) 479-6920  
 Health Office Fax (802) 477-1650

Dear Barre Unified Union School District Board,

First, thank you to the board and the voters for all of your support for the school budget this year. With this news, we have been able to get a jump start on our hiring processes for next school year, are excited to be able to offer more opportunities for students.

With the lifting of Covid-19 restrictions, we have been able to make some shifts to more normalcy. On March 16, 2022 the restorative classroom took a field trip to a maple sugarhouse where they were able to tap trees, hang buckets, collect sap and learn the boiling process. The elementary school has been celebrating "I Love to Read Month" with a NASA theme. Commander Coon and Readernauts Curtin and Corrette have been encouraging the goal of 3,000 hours of reading. The warmer weather has increased access to the outside including the bike path, playground and more eco opportunities.

On March 25, 2022 staff will be engaged in an inservice day. The elementary school will be working with Kaitlin Zura of the Northeast Families Institute to continue to expand our Trauma Informed Practices. The middle school staff will be working with Outright Vermont as we continue to work to ensure our environment to be safe and inclusive for all.

Quarter 3 will be ending on April 1, 2022 and report cards will be distributed the following week. We will be holding virtual parent teacher conferences from 4/4 through 4/18. By request, we are doing in person meetings, but we have found virtual meetings to be more effective and inclusive for families and staff.

Respectfully Submitted,

Hayden and Pierre

***"A Rock Solid Education for A lifetime of Discovery"***

# DRAFT

## BARRE UNIFIED UNION SCHOOL DISTRICT FINANCE COMMITTEE MEETING Via Video Conference – Google Meet March 17, 2022 – 6:00 p.m.

### MINUTES

#### COMMITTEE MEMBERS PRESENT:

Nancy Leclerc (BT) - Chair  
Terry Reil (BT) – Vice Chair  
Sarah Pregent (BC)

#### COMMITTEE MEMBERS ABSENT:

#### OTHER BOARD MEMBERS PRESENT:

Sonya Spaulding

#### ADMINISTRATORS PRESENT:

Chris Hennessey, Superintendent  
Lisa Perreault, Business Manager

#### PUBLIC MEMBERS PRESENT:

Jeff Blow                      Josh Howard                      Paul Malone

#### **1. Call To Order**

The Superintendent, Mr. Hennessey, called the Monday, March 17, 2022 BUUSD Finance Committee meeting to order at 6:00 p.m., which was held via video conference.

#### **2. Organize**

##### **2.1 Elect Chair**

Mr. Reil nominated Ms. Leclerc for the position of Committee Chair.

Mrs. Pregent nominated herself for the position of Committee Chair.

None of the nominations were seconded. The committee agreed to proceed without seconds to nominations.

There were no additional nominations

By a vote of 2 to 1 Ms. Leclerc was elected as Chair of the BUUSD Finance Committee. Mrs. Pregent voted against the motion.

##### **2.2 Elect Vice Chair**

Ms. Leclerc nominated Mr. Reil for the position of Committee Vice Chair. Mrs. Pregent seconded the motion.

There were no additional nominations.

On a motion by Ms. Leclerc, seconded by Mrs. Pregent, the Committee unanimously voted to elect Mr. Reil as Vice Chair of the BUUSD Finance Committee.

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

Add 6.6 Recommendation for Board Designees for Approval Warrants

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

None.

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

##### **5.1 Approval of Minutes – February 1, 2022 BUUSD Facilities and Transportation Committee Meeting**

On a motion by Mrs. Pregent, seconded by Mr. Reil, the Committee unanimously voted to approve as amended, the Minutes of the February 1, 2022 BUUSD Finance Committee meeting.

# DRAFT

## 6. New Business

### 6.1 Review Annual (Monthly) Agenda Items

A document titled DRAFT BUUSD Finance Committee Monthly Agenda Items, Updated 03/17/22 was distributed. Mrs. Spaulding advised that the Business Office develops these procedures which are used as a guide during budget development. It was noted that the usual process is to have the Finance Committee Chair, the Business Manager, and Mrs. Gilbert hold discussion (about a week and a half prior to the each meeting), to develop the Agenda for each meeting.

### 6.2 Procedures

Copies of the Warrant Procedures were distributed  
Copies of the Purchasing Procedures were distributed  
Copies of the Contract Procurement, Development, and Approval Procedures were distributed  
A copy of The Vermont Statutes Online (Title 16, Chapter 9, Subchapter 004 – cited as 16 V.S.A. §559) was distributed.

Mrs. Perreault advised that procedures are in the packet to provide the Committee with some information related to finance procedures. Additional procedures will be included in future meeting packets.

Mrs. Perreault provided an overview of the Warrant Procedures, advising that the Board will designate primary and ‘back-up’ individuals (Board Members) to examine and sign warrants. Warrant examination/signature occurs weekly. This process is necessary to assure that procedures are being followed. Brief discussion was held. Additional information will be provided to the individuals appointed as representatives. Mrs. Perreault advised that the Board’s role is to assure that procedures are in place and that there are strong internal controls that are consistent throughout the District. Mrs. Perreault advised that the Board Member role is to assure that all invoices have the proper sign-off. Mrs. Pregent provided an overview of the process she has used to review warrants. It was noted that payroll is not included as part of this approval process.

Mrs. Pregent advised that the Board policy and procedures are currently being reviewed and updated. Policy F20 has been sent to the Policy Committee for review and possible amendments. Mrs. Perreault provided an overview of the Purchasing Procedure, advising that the \$40,000 limit pertains to the bid law. The threshold amount requiring Board approval is dictated in policy (the policy currently under review by the Policy Committee). Mrs. Spaulding clarified that the policy (F20) in its entirety, is being discussed (not just the Board threshold amount). Depending on what changes are made to the policy, procedures may need to be modified.

Mrs. Perreault provided a brief overview of the Contract Procurement, Development, and Approval Procedures. In response to a query, it was confirmed that the per person limit for credit card purchases is \$5,000. Mrs. Perreault reiterated that additional procedures will be shared over the next few months. All Finance Procedures can be found on the BUUSD web site.

### 6.3 FY23 Approved Budget

Three documents were distributed;  
BUUSD FY23 Budget, Expense Summary – Voter Approved 03/01/22  
BUUSD 2022 – 23 Voter Approved Comparative Tax Rate Calculations Using \$700,000 Toward Revenue  
Mrs. Perreault advised that nothing on these documents has changed. As voters approved the budget, the information contained in the distributed documents is considered to be finalized and is being provided for informational purposes.

### 6.4 FY22 Budget Projections

A document titled BUUSD FY22 Expense Report (dated 03/17/22) was distributed. Mrs. Perreault advised that the report reflects a projection derived from reviewing expenses, encumbrances, and revenue. Each month this report is subject to change based on additional information (new expenses etc.). Mrs. Perreault likes to provide a conservative projection. Mrs. Perreault advised that in projection reports, she usually includes detail (a narrative) explaining differences of \$20,000 or more. Mrs. Perreault anticipates that narratives will be provided in the April report. CVCC information will be provided next month. It was noted that one significant surplus is the result of unfilled positions. In response to a query from a community member, Mr. Hennessey advised that most of the unfilled positions are for support staff (mainly para-educators), he anticipates most professional positions will filled, though the District has had some difficulty filling special educator positions.

### 6.5 Fiscal Monitoring

A document (from the AOE) titled Timeline was distributed  
A document (from the AOE) titled Chart of Due Dates was distributed  
Mrs. Perreault reported that the BUUSD was selected by the AOE for a State and Federal Grant Fiscal Monitoring Review. This is typically performed every four years. This is a ‘desk’ review and most of the work is performed electronically. Ten grants were selected or review. This review does not reflect any concern on the AOE’s part, but rather is standard practice. The last review was approximately six years ago. Mrs. Spaulding requested that Mrs. Perreault report back once the review is completed.

# DRAFT

## **6.6 Recommendation for Board Designees to Approval Warrants**

Past practice has been to have the Finance Committee Chair be the primary designee and the Finance Committee Vice Chair as the back-up.

**On a motion by Mr. Reil, seconded by Mrs. Pregent, the Committee unanimously voted to recommend to the Board that Ms. Leclerc be designated as the primary designee for warrant approval and that Mr. Reil be designated as the back-up designee for warrant approval.**

## **7. Old Business**

Mrs. Perreault reported that she believes the fiscal portion (block grants) of Act 173 is moving forward as planned, but there may be a one year delay in the programmatic piece.

In response to a query, Mrs. Perreault advised that she is currently working on RFPs for ESSER funded projects (heating/ventilation upgrades and the SHS sprinkler system).

## **8. Other Business**

None.

## **9. Items for Future Agendas**

- Act 173 Update (changes to funding for special education)
- FY22 Year-end Projections
- Pupil Weighting Update (funding formula)
- Procedures
- Summer Projects (including RFPs)

## **10. Next Meeting Date**

The next meeting is Thursday, April 21, 2022 at 6:00 p.m. (April vacation week)

Ms. Leclerc is not available for this meeting. Mr. Reil will chair the meeting.

## **11. Adjournment**

**On a motion by Mrs. Pregent, seconded by Mr. Reil, the Committee unanimously agreed to adjourn at 7:01 p.m.**

Respectfully submitted,

*Andrea Poulin*



# DRAFT

## BARRE UNIFIED UNION SCHOOL DISTRICT FACILITIES AND TRANSPORTATION COMMITTEE MEETING

Via Video Conference – Google Meet  
March 14, 2022 - 5:30 p.m.

### MINUTES

#### COMMITTEE MEMBERS PRESENT:

Giuliano Cecchinelli, II, Chair – (BC)  
Terry Reil, Vice Chair - (BT)  
Renee Badeau (BT)  
Tim Boltin - (BC)

#### COMMITTEE MEMBERS ABSENT:

#### OTHER BOARD MEMBERS PRESENT:

Sonya Spaulding

#### ADMINISTRATORS PRESENT:

Chris Hennessey, Superintendent  
Jamie Evans, Facilities Director

#### GUESTS PRESENT:

Jeff Blow                      Andrew McMichael

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

The Superintendent, Mr. Hennessey, called the Monday, March 14, 2022 BUUSD Facilities and Transportation Committee meeting to order at 6:00 p.m., which was held via video conference.

#### **2. Organize**

##### **2.1 Elect Chair**

Mr. Hennessey asked for nominations for the position of Committee Chair.  
Mr. Cecchinelli nominated himself for the position of Committee Chair. Ms. Badeau seconded the motion.  
There were no additional nominations.

**On a motion by Mr. Cecchinelli, seconded by Ms. Badeau, the Committee unanimously voted to elect Mr. Cecchinelli as Chair of the BUUSD Facilities and Transportation Committee.**

Mr. Cecchinelli facilitated the remainder of the meeting.

##### **2.2 Elect Vice Chair**

Mr. Cecchinelli asked for nominations for the position of Committee Vice Chair.  
Mr. Cecchinelli nominated Mr. Reil for the position of Committee Vice Chair. Ms. Badeau seconded the motion.  
There were no additional nominations.

**On a motion by Mr. Cecchinelli, seconded by Ms. Badeau, the Committee unanimously voted to elect Mr. Reil as Vice Chair of the BUUSD Facilities and Transportation Committee.**

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

Add 7.4 Update on HVAC/Sprinkler Systems Upgrades

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

None.

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

##### **5.1 Approval of Minutes – January 10, 2022 BUUSD Facilities and Transportation Committee Meeting**

Mr. Evans requested a correction to the section labeled 5.3 (Storm Water Run-off Update). It is believed that the minutes are correct as written. Clarification of this item can be provided this evening under Agenda Item 7.3.

# DRAFT

**On a motion by Mr. Reil, seconded by Ms. Badeau, the Committee unanimously voted to approve, as submitted, the Minutes of the January 10, 2022 BUUSD Facilities and Transportation Committee meeting.**

## **6. New Business**

### **6.1 Conceptual Facilities Plan for Next Year**

Mr. Evans provided an overview of the usual annual summer projects as well as some additional projects;

Replacement of flooring at all 3 schools

SHS – upgrades to restrooms (creation of a fully accessible/family restroom, and modernization of staff restrooms)

BCEMS – replacement of victalite fittings and repair of asphalt in the parking lot. No roofing will be performed this summer due to unavailability of materials.

BTMES – replacement of a large section of roofing.

The larger ESSER funded projects will most likely not be performed this year as most of the contractors are already booked.

Mr. Reil queried regarding the Five Year Plan. Mr. Evans will send a revised current plan via email. Mr. Evans will be updating the Five Year Plan to include planned ESSER projects and will present that version at the next meeting.

Mrs. Spaulding queried regarding the location of summer programming. Mr. Evans advised that if summer school were held at BTMES, roofing work could still be completed. Mr. Hennessey advised that the District does plan to hold summer school at BTMES. Mr. Hennessey advised that the location of the summer program may need to be changed to BCEMS due to an issue with the food service program. The location of summer school is subject to change.

Mr. Reil queried regarding how the potential relocation of CVCC will impact facilities work at SHS, and how this impacts plans to upgrade the current heating and ventilation system. Mr. Hennessey anticipates that CVCC will continue renting space for at least a couple of years. Mr. Evans believes it will be four or five years before the tech center could relocate.

## **7. Old Business**

### **7.1 PCB Testing Update**

Mr. Evans advised that the District will be awarded an inspector to inspect each of the three schools. Any suspect material will be sent out for testing. If PCBs are found a mitigation plan will be presented. The State is funding the testing, but if PCBs are found and mitigation is necessary, the District will be liable for remediation costs. At this time, there is no known grant/State funding for remediation. Previously, the District did have some testing performed at BTMES and nothing of concern was found during that inspection. No testing has been performed at SHS, but Mr. Evans is hopeful that previous upgrades to lighting and caulking may have already addressed this issue. BCEMS was built in 1995 and it is believed that there should not be any issue at the BCEMS campus. In response to a query, Mr. Evans speculated that the State may lower the allowable threshold limit for schools.

### **7.2 Electric Bus Update**

Mr. Evans advised that buses are on site. The chargers were installed, but were installed in the wrong location. This issue has been taken care of. There is still an issue with the buses not charging. Some testing was performed Friday, but Mr. Evans has not been advised of any findings. As soon as the charging issue is resolved, the buses will be put in service. Last Friday, the buses were brought to a charging site in Barre and they did take charges. Trouble shooting is being performed to determine why the buses don't charge at BTMES. In response to a query, Mr. Evans advised that the District has not contacted local fire departments regarding the electric buses/charging stations, but did reach out to VSBIT regarding any concerns they might have regarding buses being charged/parked near the BTMES building. VSBIT has no concerns. In response to a query, Mr. Evans advised that he would consult with local fire departments regarding protocols for handling any 'fire' issues that may occur when the buses are on the road. In response to a query, Mr. Evans advised that there are a couple of municipalities or schools that use these same buses.

### **7.3 Storm Water Run-off Update**

Mr. Evans reported that all three schools have been awarded funding for an engineering firm to perform a feasibility study. There is 100% funding for the feasibility study and design. There is no known funding for construction. Engineering firms are in the process of filing storm water permits and are in the process of performing feasibility studies (preliminary virtual meetings have been held). Once a design suggestion is provided, Mr. Evans believes it will be presented to him, the Business Manager and the Superintendent. Mr. Evans is aware of two styles of storm water run-off collection (holding pond (expensive to build and maintain) and a system that is similar to a septic system (less expensive to install and maintain). The septic system type of design, presented to the District by Bill Ahern has been shared with the engineers. Mr. Evans advised that the District has the option to deny or dispute the type of system the engineers suggest. Mr. Evans does not prefer the holding pond style as it is more expensive and utilizes 'usable' property. The septic type system is all underground and would result in less loss of usable surface property. Mr. Evans would prefer that the District pay an opt-out fee and not install any system though he believes the State will require that some type of system be installed. It was originally announced that the opt out fee would be a one-time payment, but that may be subject to change. The opt-out option is only

# DRAFT

available to entities that do not have the space to install a system. Discussions with engineers did include future upgrades planned for the schools (e.g. SHS athletic fields)

## **7.4 Update on HVAC/Sprinkler Systems Upgrades**

Mr. Evans and Mrs. Perreault have been working on the ESSER grant (separate applications for each school). Mr. Evans provided an overview of the projects planned for each school. Projects include more advanced filters to filter outside air, as well as installation of air conditioning in classrooms and common areas (at SHS and BCEMS). The proposed filters do nothing to combat COVID, but rather are filtering outside air, mixing it with the heat. Exhaust fans remove air from the classrooms. There are two methods for filtering viruses (bipolar ionization – which can be installed inside each heater at SHS), and UV lighting. The UV lighting option is much more expensive to install, maintain, and operate. The District has received conceptual approval for the work proposed at each of the schools. Work at BCEMS involves replacement of the rooftop heating units, and installation of air-conditioning units in classrooms and common areas. Air-conditioning proposed at BCEMS does not involve window mounted units, but rather units are wall mounted, with several classrooms utilizing one centralized condensing unit. BTMES already has air-conditioning. Changes proposed for BTMES involve upgrading rooftop equipment (5 penthouses), replacing or upgrading approximately 20 rooftop condensing units and one air handling unit (within the building). Mr. Evans provided an overview of what conceptual approval means. Conceptual approval allows the District to go out to bid, but the District cannot move forward (no money can be spent) on projects until final approval has been granted. In response to a query, Mr. Evans advised that the District's schools have been and continue to be fully functioning and the District did not require emergency funding for ventilation issues during COVID. Mr. Evans provided a brief overview of MERV rating (Minimum Efficiency Rating Value) for filters. As the buildings' systems could not handle higher rated filters (as recommended by the State), the District has been changing filters more often. In response to a query, it was noted that these projects will most likely take multiple years to complete, and it is not known if the projects can be modified if newer technology is discovered. Mr. Evans noted that once RFPs are approved and bids awarded, contractors will most likely begin ordering materials, so it is unlikely that the plans could be changed. It is not known if these upgrades will necessitate changing the location of summer school. All of these grant funded projects must be completed by September of 2024. Mr. Evans believes the State may need to extend the deadline for completion of projects. It was noted that there are a limited number of contractors who can perform the work. Mr. Reil asked that the District be cognizant that contractors may request additional funds if projects are bid well in advance of when construction is taking place (price increases and unavailability of materials originally quoted). Mr. Evans advised that ESSER funding is Federal funding and that he anticipates contractors will build contingencies into their bids. It was noted that the SHS project, which involves installation of sprinklers will most likely need to be performed over multiple years. Mrs. Perreault will be sending out RFPs to performance contractors (contractors who can perform all aspects of the projects). There are 4 such contractors in the state. Projects for each school will be bid separately. In response to a query, Mr. Evans advised that each contractor will have a project manager, and he is not sure if the District will need a Clerk of the Works for each project.

## **8. Other Business**

None.

## **9. Items to be Placed on Future Agendas**

- PCB Testing Update
- Electric Bus Update
- Storm Water Run-off Update
- HVAC/Sprinkler Upgrades Update
- Review Revised Five-Year Plan

## **10. Next Meeting Date**

The next meeting is Monday, April 11, 2022 at 6:00 p.m.

## **11. Adjournment**

**On a motion by Mr. Reil, seconded by Ms. Badeau, the Committee unanimously voted to adjourn at 7:10 p.m.**

Respectfully submitted,  
*Andrea Poulin*