

Addendum 2
BUUSD Board Meeting
October 25, 2023



EXHIBIT B

VEHI PROXY OR CERTIFICATE OF AUTHORITY

LET IT BE KNOWN THAT: Barre Unified Union School District, member of
(Name of Member School District/Supervisory Union)
the VEHI Health Program, a body corporate and politic, created and existing under the laws of
the State of Vermont, does hereby:

Certificate of Authority

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

Chris Hennessey Superintendent
Name Title

Email: chennbsu@buusd.org

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

Proxy

(b) appoint as its true and lawful attorney, the Board of Directors of the Vermont Education Health Initiative, by majority vote, with the power of substitution for it and in its name to vote at the Annual Meeting of the Vermont Education Health Initiative, to be held on the 27th day of October, 2023 or at any adjournment thereof, with all the powers it should possess if personally present through its authorized representative.

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

Dated at Barre, Vermont, this 25 day of October, 2023.

This action is valid for one year [365 days] from the date of enactment, or until it is superseded by subsequent action of the member filed with the Trust.

Barre Unified Union School District
Name of Member Supervisory District/Supervisory Union

BY: _____

TITLE: Board Chair



EXHIBIT B

VEHI PROXY OR CERTIFICATE OF AUTHORITY

LET IT BE KNOWN THAT: Barre Unified Union School District, member of
(Name of Member School District/Supervisory Union)
the VEHI Dental Program, a body corporate and politic, created and existing under the laws of
the State of Vermont, does hereby:

Certificate of Authority

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

Chris Hennessey Superintendent
Name Title

Email: chenbsu@buusd.org

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

OR

Proxy

(b) appoint as its true and lawful attorney, the Board of Directors of the Vermont Education Health Initiative, by majority vote, with the power of substitution for it and in its name to vote at the Annual Meeting of the Vermont Education Health Initiative, to be held on the 27th day of October, 2023 or at any adjournment thereof, with all the powers it should possess if personally present through its authorized representative.

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

Dated at Barre, Vermont, this 25 day of October, 2023.

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

Barre Unified Union School District
Name of Member Supervisory District/Supervisory Union

BY: _____

TITLE: Board Chair

DRAFT**BARRE UNIFIED UNION SCHOOL DISTRICT
FINANCE COMMITTEE MEETING**

Spaulding High School Library and Via Video Conference – Google Meet
October 16, 2023 - 6:00 p.m.

MINUTES**COMMITTEE MEMBERS PRESENT:**

Sonya Spaulding (BC) – Chair
Paul Malone (BT) – Vice Chair
Michelle Hebert
John Lyons, Jr.
Emily Reynolds (BT)

COMMITTEE MEMBERS ABSENT:

Vacant Position (BC Board Member)

OTHER BOARD MEMBERS PRESENT:

Nancy Leclerc
Chris Parker
Terry Reil

ADMINISTRATORS PRESENT:

Chris Hennessey, Superintendent
Luke Aither, SHS Co-Principal
Emmanuel Ajanma, Director of Technology
Stacy Anderson, Director of Special Services
Karen Fredericks, Director of Curriculum, Instruction, and Assessment
Carol Marold, Director of Human Resources
Jennifer Nye, BTMES Principal
Lisa Perreault, Business Manager
Brenda Waterhouse, BCEMS Principal
Ashley Young, Assistant Business Manager

PUBLIC MEMBERS PRESENT:

Stephanie Collins Philip Kolling Sarah Pregent Rachel Van Vliet

1. Call to Order

The Chair, Mrs. Spaulding, called the Monday, October 16, 2023 BUUSD Finance Committee meeting to order at 6:00 p.m., which was held at the Spaulding High School Library and via video conference.

2. Additions and/or Deletions to the Agenda

Add 5.3 Census Based Grant

On a motion by Mr. Malone, seconded by Mr. Lyons, the Committee unanimously voted to approve the agenda as amended.

3. Public Comment

None.

4. Approval of Minutes**4.1 Meeting Minutes From August 21, 2023**

On a motion by Mr. Malone, seconded by Mr. Lyons, the Committee unanimously voted to approve the Minutes of the August 21, 2023 BUUSD Finance Committee meeting.

5. New Business**5.1 FY24 Expense/Revenues**

A copy of the FY24 Expense/Revenue Report – dated 10/16/23, was distributed.

Mrs. Perreault provided a brief overview, advising that these are early projections and she is projecting very conservatively.

Mrs. Perreault advised that some areas are showing over-expenditures mainly due to salary and benefit changes, staffing changes and anticipated revenue (to off-set expenses). There is currently a slight deficit in expenditures and a considerable increase in revenues

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(primarily due to SPED extraordinary expenses). Under Act 173 extraordinary expenses are eligible for more reimbursement (anticipated revenue \$1,900,000). Mrs. Perreault advised that this report does not contain a narrative, but that information will be included in a couple of months. The Draft Audit (FY23) will be presented on 11/29/23. Concern was voiced regarding the amount expended for course reimbursement. Mr. Hennessey advised that there are many individuals on provisional or emergency licenses, who need course-work in order to obtain their licenses. In response to a query, it was noted that these expenses were not part of negotiations. There was also professional development that was paid for over the summer. Mr. Malone reiterated concern that the amount of course reimbursement is much higher than in other years, that teachers used to come out of school with all of the necessary requirements for licensure.

5.2 Revised Meeting Dates

After brief discussion, it was agreed that meetings will be held on; 11/13/23 (first draft) and 12/11/23. The 11/20/23 and 12/18/23 meetings are cancelled. The Committee will meet on 01/04/24 (**Thursday**). The 01/15/24 meeting is cancelled.

5.3 Census Based Grant

Mrs. Perreault advised that she received an e-mail from Brad James (AOE) informing the District that he made a mistake when advising about the Census Based Grant amount for FY24 (a misinterpretation of the law). The amount quoted (and budgeted for) was \$5,945,602, the amount of the error is \$139,320, and the District will actually receive \$5,806,282 (see line 120 of the report). Other districts in the state were impacted to various degrees. This matter was discussed at the VASBO meeting and it is anticipated that there will be some legislation introduced to assist with mitigation of this matter.

6. Old Business

6.1 FY25 Budget Development (including Act 127 Presentation)

A document titled 'FY25 Budget Development Narrative – Updated 10/11/23' was distributed.

A document titled 'FY25 Budgeting Information' was distributed.

Mrs. Perreault advised that many adjustments have made since the draft was shared. The increase with adjustments, results in an increase of just under 10%. The Committee agreed to review the Budget Narrative in school order. A firm number for health insurance increases will be known on 10/31/23. Mrs. Perreault provided a brief overview of the change to the VSTRS (Vermont State Teachers' Retirement System), noting that the District's contribution increases every year. Mrs. Perreault provided a brief overview of health insurance premium increases. Discussion started with the BTMES considerations. Discussion included a query regarding the addition of an HHB Coordinator, the dedicated leased vehicle, the addition of approximately 30 other staff members (including support for contracted services), reallocation of ELL services to the Central Office, the increase for overtime for Principal clerical personnel, acknowledgement that the BCEMS narrative does not include the addition of all of these staff, the issue of inadequate storage (for supplies, furniture, etc.), installation of a new sound system (a priority), the necessity of new playground equipment, acknowledgement that the financial impact of 'Other Considerations' is missing from the document and will be included in a future version, and pre-school tuition.

Discussion moved to the SHS narrative, including; the addition of a new leased vehicle (for Work Based Learning), consideration of hiring a driver for SEA, the addition of a .5 FTE para-educator for general education, increased stipends for coaches and assistant coaches, creation of a Distance Learning Coordinator (may be absorbed in CFP, previously funded with ESSER funds), a request that the next draft include more specific information on assistant coaches, and clarification that the BEA and the District are currently working on updating and negotiating Appendix B of the CBA (Collective Bargaining Agreement).

Discussion moved to the BCEMS narrative, including; the tuition increase for general education students (placed out of district), building/creation of an alternative school 'program', a suggestion that the SEA Program be expanded to accommodate these students, safety of playground equipment, absorption of ESSER positions, lack of capacity at out of district facilities, the expansion of outdoor/indoor space (including for the ECO Program), lack of storage for equipment, what happens with tuition funds when outplacement is not available, reiteration of the benefit of planning for and expanding regular education services in-house (rather than out-placement), anticipation of 3 to 5 students needing out-placement, Mr. Derner's intention to budget funds for a feasibility study (for the expansion of the SEA Program), and a query regarding the possibility of accepting tuition students from other districts (if capacity were increased).

Discussion moved to the Central Services narrative, including; absorbing Curriculum Coordinators (positions were funded by ESSER), the possibility of changing Coordinators to 'Coaches' (to qualify under the CFP Grant), a query relating to changes to the budgeted amounts for Curriculum Coordinators (budgeted differently under ESSER), a query regarding when it will be known if these positions qualify for CFP funding, prioritization of ESSER funded positions, prioritization of hiring a grant writer (to reduce the amount of items budgeted under the general fund), consideration of outsourcing some of the grant management, consideration of pursuing the 21st Century Grant, a query regarding researching the success of other district's grant writers, the proposed staff increase (shifting of budgeted lines), addition of a Hiring Coordinator/Communications Support position, and increases for supplies, meals for staff, staff appreciation, and legal fees (it was noted that there will not be negotiations for three years).

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Discussion move to the SPED and SEA narrative, including; increases for PT services, contracted services, and student tuition, the increase in the number of students qualifying for SPED, the transfer of ESSER positions to the general fund (is attrition occurring, as was the original plan?), the difficulty of drafting a budget that meets tax payer approval and meets student needs, the increase in the number of students qualifying for SPED and the rising costs associated with providing necessary services, a query regarding any legislation to address increasing SPED needs (none known), the increase in students who qualify for services due to emotional disturbance and developmental delay, FY24 budgeted amounts (tuition; \$2,400,000 and contracted services; \$2,258,694), and clarification on the difference between tuition and contracted services.

Discussion moved to the Facilities narrative, which included brief discussion regarding the increase from 75¢ SF to \$1.00 SF.

Discussion moved to the Technology narrative, which included clarification of the numbers presented in the document, an upgrade to Infinite Campus software, and that there are no known increases for software licenses.

Discussion moved to the Early Education narrative and it was noted that discussion of this budget area is in an early stage. More information will be provided at a future meeting, but it was noted that in FY24, the schools are seeing increased needs in the Early Education Department.

Enrollment data is currently unknown, work continues to be performed on grant funding, and it was noted that the dates for the Special Articles should be changed to read 2023. Special Articles will be discussed at a future meeting.

Mrs. Perreault advised regarding the Act 127 presentation, and it was noted that because free meals are provided to all students, there is no incentive for parents to complete the forms. Under-reporting of the number of families that qualify for free/reduced lunch, negatively impacts the District. The District is working on finding ways to incentivize families to complete the forms. In response to a query, Mrs. Perreault advised regarding changes to the weighting formula and how it is most likely having a negative impact on the District. Mrs. Perreault advised it's important to note that the District must stay under a 10% increase in per-pupil spending, or the District will need to go before a review board.

7. Items for Future Agendas

November 13, 2023:

- FY25 Budget Development (Draft 1)

8. Next Meeting Date

The next meeting is Monday, November 13, 2023 at 6:00 p.m., at the Spaulding High School Library and via video conference. Additional meetings are scheduled for; Monday, December 11, 2023, and **Thursday**, January 4, 2024.

9. Adjournment

On a motion by Mr. Malone, seconded by Mr. Lyons, the Committee unanimously agreed to adjourn at 8:31 p.m.

Respectfully submitted,
Andrea Poulin

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BARRE UNIFIED UNION SCHOOL DISTRICT POLICY COMMITTEE MEETING

Spaulding High School Library and Via Video Conference – Google Meet
October 18, 2023 – 6:00 p.m.

MINUTES

COMMITTEE MEMBERS PRESENT:

Chris Parker, Chair (BT)
Emily Reynolds, Vice Chair (BT)
Jon Valsangiacomo – (BT Community Member)

COMMITTEE MEMBERS ABSENT:

Michael Boutin (BC)
Thomas Kelly (BC Community Member)

OTHER BOARD MEMBERS PRESENT:

ADMINISTRATORS AND STAFF PRESENT:

Chris Hennessey, Superintendent

GUESTS:

Joelen Mulvaney

1. Call to Order

The Chair, Ms. Parker, called the Wednesday, October 18, 2023, meeting to order at 6:01 p.m., which was held at the Spaulding High School Library and via video conference - Google Meet.

2. Additions and/or Deletions to the Agenda

None.

3. Public Comment

None.

4. Approval of Minutes

4.1 Approval of Minutes – September 20, 2023 Policy Committee Meeting

On a motion by Mr. Valsangiacomo, seconded by Ms. Reynolds, the Committee unanimously voted to approve the Minutes of the September 20, 2023 Policy Committee Meeting.

5. New Business

5.1 Review of BUUSD Policy Manual Index

A copy of the BUUSD Policy Manual Index (dated 10/12/23) was distributed.

Mr. Hennessey advised that since school has started, administrators have not been able to make any additions to the document.

Mr. Hennessey advised that administrators plan to perform some of this work before Thanksgiving. Mr. Hennessey advised that policies F3 and F4 have updated procedures (each school has a Crisis Response Manual which is updated every summer), and handbooks include clear procedures relating to visitors and guests coming into the buildings. In terms of making these procedures accessible, administrators are still working to complete this task. Mr. Hennessey advised the public that the District is way ahead of other districts on these matters.

5.2 VSBA Policy Notes

A document titled ‘VSBA Policy Notes – BUUSD Policy Committee’ was distributed.

Ms. Parker advised that the distributed document includes information pertaining to the policies on this evening’s Agenda. Ms. Parker noted that VSBA made a number of policy changes over the summer and the District is addressing those changes.

5.3 Home Study Students Policy (C6) Required (VSBA Revised 08/22/23)

Copies of the VSBA Model Policy and BUUSD Draft Policy were distributed.

Ms. Parker read from the Policy Notes document. Brief discussion was held and it was confirmed that Home Study students are eligible to participate in sports.

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On a motion by Mr. Valsangiacomo, seconded by Ms. Reynolds, the Committee unanimously voted to approve policy C6 as amended and to send it to the Board for a First Reading.

5.4 Title One Comparability Policy (D4) Required (VSBA revised 08/15/23)

Copies of the VSBA Model Policy and BUUSD Draft Policy were distributed.
Ms. Parker read from the Policy Notes document. No discussion was held.

On a motion by Mr. Valsangiacomo, seconded by Ms. Reynolds, the Committee unanimously voted to approve policy D4 as amended and to send it to the Board for a First Reading.

5.5 Animal Dissection Policy (D5) Required (VSBA revised 08/15/23)

Copies of the VSBA Model Policy and BUUSD Draft Policy were distributed.
Ms. Parker advised regarding the amendments provided by VSBA (mainly formatting changes). Brief discussion was held.

On a motion by Ms. Reynolds, seconded by Mr. Valsangiacomo, the Committee unanimously voted to approve policy D5 as amended and to send it to the Board for a First Reading.

5.6 Class Size Policy (D6) Required (VSBA revised 08/15/23)

Copies of the VSBA Model Policy and BUUSD Draft Policy were distributed.
Ms. Parker advised regarding VSBA amendments. Brief discussion was held regarding what appears to be a number of changes. It was noted that the highlighted portions of the draft policy is verbiage that has been moved, not added. The current policy does have recommended guidelines for two groups of classes (PreK – 8 and 9 – 12). Class size information is shared with the Board quarterly, and includes the recommended class sizes as outlined in the policy.

On a motion by Mr. Valsangiacomo, seconded by Ms. Reynolds, the Committee unanimously voted to approve policy D6 as amended and to send it to the Board for a First Reading.

5.7 Travel Reimbursement Policy (F1) Required (VSBA revised 08/15/23)

Copies of the VSBA Model Policy and BUUSD Draft Policy were distributed.
Ms. Parker advised regarding the VSBA amendments, including additional items to be included in written procedures. Mr. Hennessey noted that much of what is in procedures is included in the Collective Bargaining Agreement and that there are forms for employees to fill out for reimbursement. Brief discussion was held regarding what is considered ‘reasonable expenses’. VSBA has recommended this verbiage. Administrators do have to review and approve all requests for reimbursement. It was noted that the District, under the current policy, provides reimbursement based on a cost bases. It was agreed to continue reimbursement on a cost basis.

On a motion by Mr. Valsangiacomo, seconded by Ms. Reynolds, the Committee unanimously voted to approve policy F1 as amended and to send it to the Board for a First Reading.

6. Old Business

6.1 Board Member Conflict of Interest Policy (A1) Required

Copies of the VSBA Model Policy and BUUSD Draft Policy were distributed.
Ms. Parker advised that this policy was returned to the Committee by the Board. Discussion was held regarding whether the term utilized by VSBA (impression), should be replaced by the word “appearance”. The Committee recommends utilizing the word “appearance”.

On a motion by Mr. Valsangiacomo, seconded by Ms. Reynolds, the Committee unanimously voted to approve policy A1 as amended and to send it to the Board for a First Reading.

7. Future Agenda Items

November 15, 2023 meeting: Parking Lot Items D through H.

C28 – Transgender and Gender Nonconforming Students Policy (Required) (Parking Lot D)

C30 – Student Medication Policy (To Be Considered) (Parking Lot E)

C33 – Student Assessment Policy (To Be Considered) (Parking Lot F)

E30 – School-Community Relations Policy (To Be Considered) (Parking Lot G)

B31 – Educator Supervision & Evaluation: Probationary Teachers Policy (To Be Considered) (Parking Lot H)

8. Next Meeting Date

The next meeting is Wednesday, November 15, 2023 at 6:00 p.m. at the Spaulding High School Library and via video conference.
Mr. Valsangiacomo advised that he will not be able to attend the November meeting.

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9. Adjournment

On a motion by Mr. Valsangiacomo, seconded by Ms. Reynolds, the Committee unanimously voted to adjourn at 6:36 p.m.

Respectfully submitted,
Andrea Poulin