

**BARRE UNIFIED UNION SCHOOL DISTRICT
BOARD MEETING**

December 13, 2023 at 6:00 p.m.

In-Person: Spaulding High School, 155 Ayers Street, Barre

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 virtually and the video link fails, we will still proceed with the meeting at the assigned in-person location. You must state your name for the record to satisfy the Open Meeting Law.

Public comment is welcomed and limited to 2 minutes per agenda item. The board will hear public comments and questions, but won't respond directly during public comments. This can feel impersonal, but is in place to allow the board to stay on task and address the work of the board for that meeting.

AGENDA

- 6:00 1. Call to Order
- 6:05 2. Pledge and Mindfulness Moment
- 6:10 3. Additions or Deletions with Motion to Approve the Agenda
- 6:20 4. Comments for Items Not on the Agenda
 - 4.1. Public Comment
 - 4.2. Student Voice
- 6:35 5. Executive Session (if needed)
- 6:50 6. Faculty/Staff - Reports/Presentations
 - 6.1. CVCC Budget [Presentation](#)
 - 6.2. Superintendent Report
- 7:35 7. Consent Agenda
 - 7.1. Regular Meeting Minutes - November 29, 2023
 - 7.2. Warrant Approval: [November 30, 2023](#), [December 7, 2023](#)
- 7:40 8. Current Business
 - 8.1. New Hires **[ACTION]**
 - 8.2. Financial Management Questionnaire **[ACTION]**
 - 8.3. Winooski Valley School Choice **[ACTION]**
 - 8.4. First Reading Personnel Recruitment, Selection, Appointment and Background Checks (B20) **[ACTION]**
 - 8.5. First Reading Child Nutrition Act Wellness Policy (C9) **[ACTION]**
 - 8.6. First Reading Community Use of School Facilities (E20) **[ACTION]**
 - 8.7. First Reading Fiscal Management and General Financial Accountability (F20) **[ACTION]**
 - 8.8. First Reading Capitalization of Assets (F23) **[ACTION]**
 - 8.9. Legislative Breakfast - January
 - 8.10. Policy Discussion - Meeting Times
- 8:40 9. Old Business
 - 9.1. Second and Final Reading Board Member Conflict of Interest (A1) (Required) **[ACTION]**
 - 9.2. FY25 Budget Updates
- 8:55 10. Future Agenda Items
- 9:00 11. Next Meeting Dates: December 20, 2023, Virtual w/in-person option (if needed) at BUUSD Central Office
January 10, 2024, Spaulding High School and via Google Meet
- 9:05 12. Executive Session
- 13. Adjournment

PARKING LOT OF ITEMS

- A. Procedures and Processes and How Behavior Issues are Reported (added by Mr. Boutin Oct. 25)
- B. Follow up on Middle School Athletic Program (Quarterly)(added by Mrs. Spaulding Oct. 25)
- C. Procedures for F3 & F4 Policies (added by Mrs. Leclerc Oct. 11)
- D. Consolidation of Buildings (Articles 3 & 4) (November)
- E. 5-Year Capital Plan (Ongoing)
- F. SHS Athletic Fields (Ongoing)
- G. Board Member Participation in Exit Interviews (added by Mr. Boutin, June 2023)
- H. Enrollment/Home Study (Quarterly: Nov., Jan., Apr. and June)
- I. CIA Plan Update (Quarterly: Nov., Jan., Apr. & June)
- J. Special Education Staff and Child Count Data Report (Quarterly Nov/Jan/April/June)
- K. Discipline Data (Quarterly Nov/Jan/April/June)
- L. Behavior Committee (added by Mr. Boutin Nov. 29)

ITEMS FOR COMMITTEES

- A. Electronic Storage (Finance Cmt First)(added by Mrs. Leclerc Oct. 25)
- B. Total Compensation Package (added by Mrs. Leclerc Sept. 2023; Finance Cmt First)
- C. Update New Accounting Software (added by Mrs. Leclerc Aug. 2023; Finance Cmt First - November)
- D. Student Weighting Formula - Budget Development (Finance Cmt: Aug. 21)

BOARD RETREAT ITEMS

- A. New Governance Standards (added by Mrs. Reynolds Sept 2023; New Standards go into Effect July 2025)

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

CVCCSD Budget Overview

Fiscal Year 2025



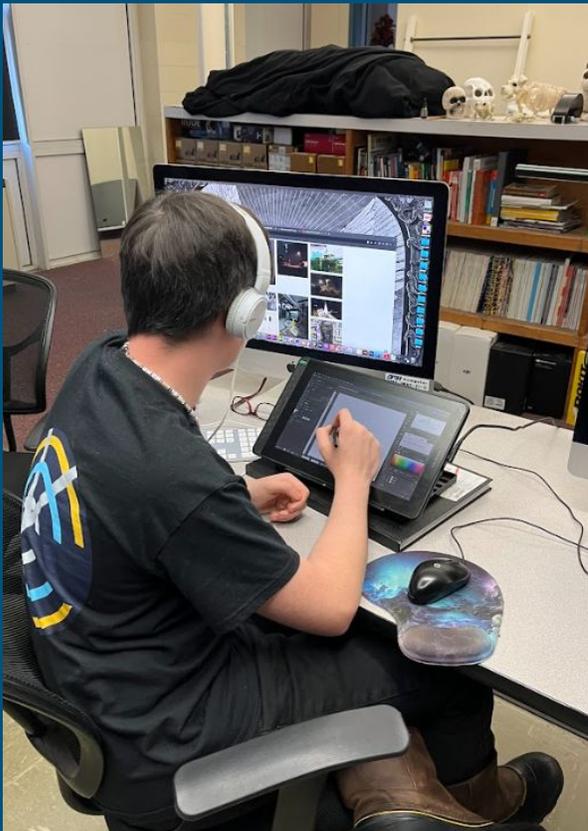
CVCCSD Mission

The Central Vermont Career Center School District supports and prepares students to be engaged members of a diverse society and the workforce through rigorous, safe, and experiential learning communities.

CVCCSD Goals

Goal 1: Long Term Planning

The ability to serve all eligible students in our region and to provide programming that fulfills the needs of students, employers and the community are key points in the CVCC Board goals. Our present facilities prevent us from doing so. By 2028 CVCC will have a state of the art facility that serves all eligible students in our region, staffed and resourced appropriately. We will realize an increased enrollment versus applicant percentage as well as altered and added programming from previous years.



CVCCSD Goals (Cont.)

Goal 2: Educational Quality

Provide equitable, safe and rigorous programs by strengthening inclusive curriculum, instruction and assessment across the center.

Goal 3: Community Engagement

Develop an engagement plan to include district leaders, Program Advisory Boards, other Career Centers and general community members for the purpose of collaboration and communication.

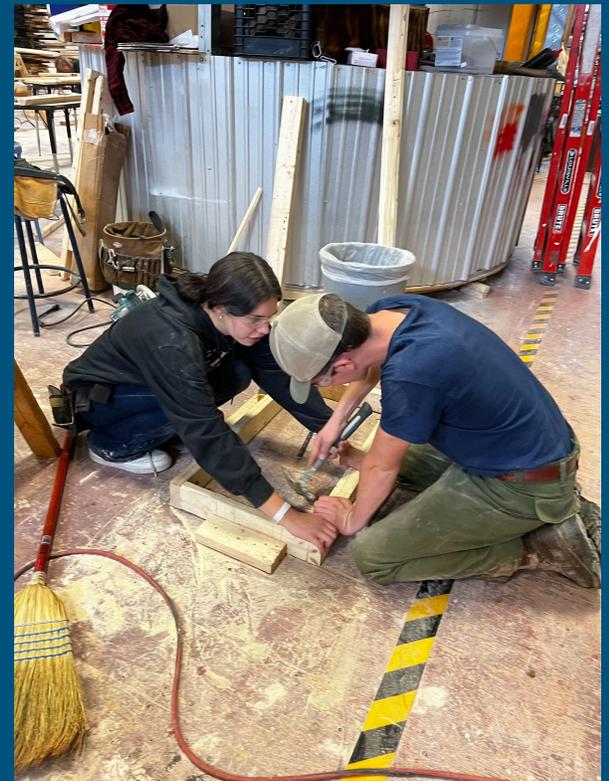
Charge

- Develop and Implement a full-day educational program that integrates academic coursework, beyond the embedded credits/proficiencies, with CTE programming by FY29.
- Increase student access to and enrollment in CTE courses.
- Enhance student preparedness for entering the workforce.



Why?

- Address the issue of turning away nearly half of our applicants due to space limitations.
- Improve academic access for students who currently struggle with attending or thriving in outside of their CTE programming.
- Create a more effective and enriching educational experience for students, leading to better preparedness for the workforce.



CVCC Mission Statement

The Central Vermont Career Center will provide a supportive learning environment that encourages everyone to value themselves and others, to attain their highest level of achievement, and to prepare themselves to recognize and meet future opportunities.

Education that works.



Budget Development

As part of the District's ongoing effort to create a more equitable school system for students, families, and staff, we work to create an Equitable Budgeting and Staffing Model and annual process for allocating funding to our schools. Our goal is twofold:

1. Resources, including money, time, qualified staff, appropriate facilities, materials, instructional hardware and software, and academic and other supports – must be distributed in ways to ensure that all students achieve high academic standards;
2. To increase transparency and community participation in the [budget development process](#).

Budget Parameters

At the November meeting of the CVCCSD Board, the following parameters were set for the budget:

- Develop the CVCC budget towards a future full day program that realizes program quality improvements and results in improved student outcomes.
- Explore opportunities for collaboration across our sending districts in support of this work.
- Consider configuration changes that realize program quality improvements that can serve more students.
- Percentage increase between level services and desired state. Range between 16%-18%.

Conditions That Affect Budget Development for FY25

1. Student-Related Issues:

- CVCCSD class sizes
- Classroom Space Maximization
- Building to meet student needs up to new facility and full day academics in FY 29.

2. State Regulations:

- State funded (Base Education Rate) FY25 anticipated \$13,063; FY24 final rate was \$12,501.
- School Health Insurance/Benefits - average 16.4% increase.

3. Economy:

- Increased liability insurances projected 7-9% increase.
- Increased Collective Bargaining Agreement costs
- Exorbitant supply costs



FY 25 Budget Facts



- Anticipates salary increases, which are currently being negotiated by the CVCCSD Board.
- Health insurance premium increased on average 16.4%
- Facility cost and supplies increased
- Small line by line adjustments based on historical spending

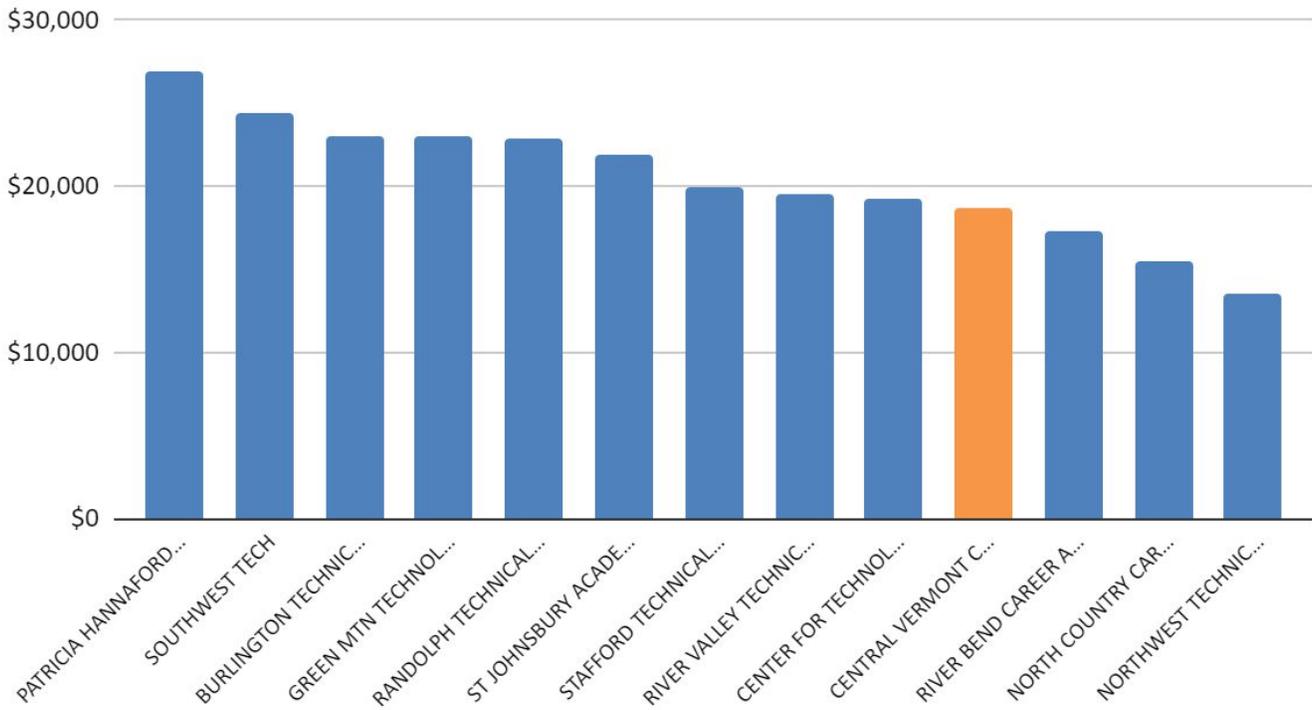
These estimated increases, in particular the wage and health care cost increases, indicate that CVCCSD's baseline budget will increase even without adding programs or staffing.

Anticipated Tuition \$19,423

- FY22 144.19 FTEs
- FY23 155.45 FTEs
- FY24 174 FTEs
- FY25 180 FTEs estimated

CVCC Enrollment					
as of October 15 of Fiscal Year					
Program	FY23		FY24		FY 25
	FTE	Headcount	FTE	Headcount	(Capacity, projected)
Automotive	14	14	21	21	16
Baking & Culinary	14	14	17	17	14
Building Trades	21	21	16	16	16
Cosmetology I	15	15	15	15	16
Cosmetology II	9	14	9	10	16
Design & Fabrication	3	3	5	5	0
Digital Media Arts	20	20	13	13	20
DMA II	9	10	7	7	10
Electrical	21	21	24	24	16
Emergency Services 1	10	10	7	7	14
Emergency Services 2	2	2	3	4	10
Exploratory	25	25	19	19	24
Medical Professions	10	10	14	14	12
Natural Resources	12	12	0	0	0
Plumbing & Heating	19	19	17	17	16
Welding	0	0	0	0	16
Totals	204	210	187	189	216

CTE Center Tuition Rates 23/24



Tuition

\$19,423 Anticipated FY25 Tuition Amount

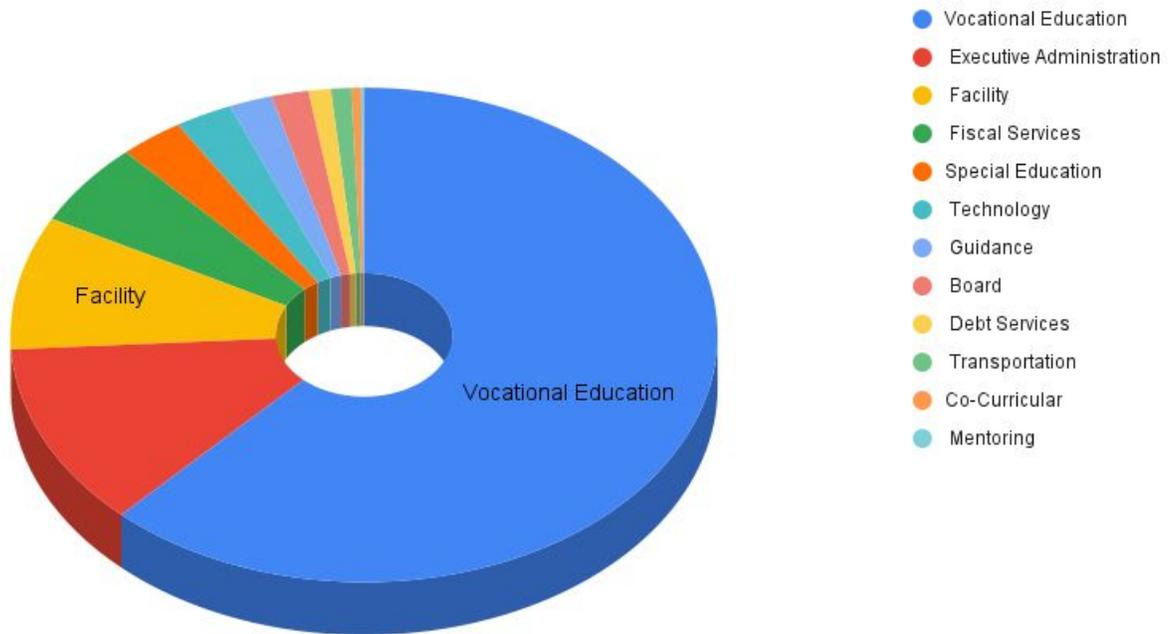
Less On Behalf Payments- from school district via the Vermont Education Fund from the Voc. Ed. Support Grant, State Tuition Reduction Grant, and State Salary Assistance Grants paid directly to CVCCSD.

\$8,058 Remaining Sending School District Tuition per FTE (11.9% increase)

Billing takes place based on the six semester average FTE.

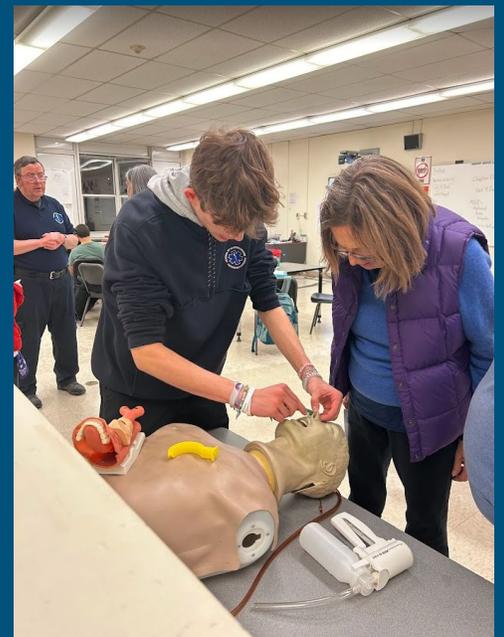


CVCCSD FY 25 Budget by Function



FY25 Revenue Sources

3113 Voc Ed Support Grant	\$ 2,045,666
3305 State-Tuition Reduction	\$ 822,969
3309 State - Salary Assist.-Coop Coord.	\$ 31,600
3310 State - Salary Assist.-Guid. Coord.	\$ 39,400
3312 State - Salary Assist. - Voc. Dir.	\$ 69,600
3312 State - Salary Assist. -Assist Voc. Dir.	\$ 44,400
Balance Brought Forward	\$ 100,000
Total Other Revenues	\$ 3,153,635
Amount to be raised by tuitions	\$ 1,450,495





QUESTIONS ?

Thank you for

- Supporting the development of the Central Vermont Career Center School District.
- Preparing students for both career and college by giving them the skills for success in both.
- Supporting the Vermont workforce and economy.

Please continue your support of the Central Vermont Career Center.



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

Chris Hennessey, M.Ed.
Superintendent of Schools

A rock solid education for a lifetime of discovery

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

December 6, 2023

Dear BUUSD School Board,

We are looking forward to next week's Finance Committee and School Board meetings to continue our ongoing FY25 budget discussions. I am confident that the budget we have proposed meets the needs of the school community, is fiscally responsible, and adheres to the spirit of Act 127. However, we also understand that there are still a lot of unknowns that make our jobs and yours incredibly challenging this budget season, and we look forward to collaborating further on presenting a budget that works for the whole community and meets the needs of all of our students in the weeks ahead.

I have a few updates to share as we get ready to head into the holiday season:

Staffing and Hiring Update We are fast approaching the halfway point in the school year, and though we continue to make progress in filling our open positions, there are still a number of roles that remain unfilled as we go into the holiday break. As always, we are filling the responsibilities of these positions in various creative ways, but there is no doubt that doing so is spreading administrators, teachers, interventionists, and staff thin.

Our plan is to get a head start on the 2024-25 hiring season a few months earlier than usual as well. It is clear that "hiring season" is very much a year round process now! Recruitment and retention are at the top of our list of priorities, and we have now accepted and are preparing to be in hiring mode all year.

As of today, Wednesday, December 6, **here are our open, licensed positions at each school for the remainder of the year:**

SHS Special Educator, World Language, Director of Counseling

BTMES 7th Grade Math, PreK Classroom Teacher

BCEMS (2) Special Educators, 5th-6th Grade ELA*, 7th-8th Science*, 5th-6th Restorative Classroom Teacher*

SEA (2) Special Educators, (2) Classroom teachers

* Positions filled pending board approval

Here are the district's open positions for support staff, clerical, custodial, etc.:

(9) Special Education Paraeducators/Behavior Interventionists

(1) PreK Paraeducator (Regular Ed)

(2) Student Support Specialists

(1) Administrative Assistant (SEA)

(3) Custodians

(2) Permanent Substitutes

I like to share these lists with you regularly to give a full picture of the staffing challenges we are facing, but I want to once again stress how incredible our teams have been in their efforts to meet the needs of our students regardless of how many people we are missing. Many are doubling up their responsibilities and constantly pitching in to make everything work. The staffing challenges we've faced these last three plus years don't appear to be changing in the near future.

Update: The McKinney-Vento Act and Homelessness in the BUUSD We last shared district wide homeless information with you in September, and we have updated information for you below as we head into the winter. We have also shared data going back to the 2018-19 school year for your reference. It's important to note that the 2023-24 numbers below reflect what we know as of the end of November. With the cold weather coming in fast, we anticipate the numbers increasing.

For review, here is a solid two page summary of how the McKinney-Vento Act works: [McKinney-Vento Act: Quick Reference](#)

Here are the latest official numbers:

18-19	# STUDENTS DEEMED HOMELESS				
	for the year				
PRE-K	0				
BCEMS	35				
BTMES	3				
SHS	5				
TOTALS	43				

19-20	# STUDENTS DEEMED HOMELESS				
	for the year				
PRE-K	4				
BCEMS	29				
BTMES	12				
SHS	12				
TOTALS	57				
20-21	# STUDENTS DEEMED HOMELESS	# STUDENTS DEEMED HOMELESS	# STUDENTS DEEMED HOMELESS		
	BY 12/31/2020	BY 3/15/2021	By 5/15/21		
PRE-K	2	4	4		
BCEMS	28	34	44		
BTMES	4	9	9		
SHS/SEA	11	14	20		
TOTALS	45	61	77		
21-22	# STUDENTS DEEMED HOMELESS	# STUDENTS DEEMED HOMELESS	# STUDENTS DEEMED HOMELESS		
	BY 12/31/2021	BY 3/15/2022	BY 5/20/22		
PRE-K	6	7	9		
BCEMS	31	48	64		
BTMES	9	14	14		
SHS/SEA	11	14	19		
TOTALS	57	83	106		
22-23	# STUDENTS DEEMED HOMELESS				

	BY 10/17/22	BY 11/16/22	BY 3/1/23	BY 4/17/23	BY 5/11/23
PRE-K	4	4	6	7	7
BCEMS	54	57	59	60	60
BTMES	6	14	14	20	22
SHS/SEA	13	15	17	20	21
TOTALS	77	90	96	107	110
23-24	# STUDENTS DEEMED HOMELESS	# STUDENTS DEEMED HOMELESS	# STUDENTS DEEMED HOMELESS		
	BY 9/21/23	BY 10/23/23	BY 11/30/23		
PRE-K	5	6	10		
BCEMS	41	46	52		
BTMES	8	11	14		
SHS/SEA	14	20	32		
TOTALS	68	83	108		

As you can see from years past, the numbers we see at the start of the year will likely rise significantly as the year goes on. In the two months since we last reported, our number of students deemed homeless in the BUUSD has risen by nearly 60%. We always try to be clear that these numbers only tell part of the story about the ways in which many of our families are struggling. I share this with you all so you can have perspective on what our administrators and staff are facing on a day to day basis while meeting the educational needs of all of our students.

I also want to thank and point out that our McKinney-Vento team of (new School Community Liaison) **Rebecca Baruzzi, Stacy Anderson, and Sue Cioffi** has done an incredible job of acting quickly and getting any resources possible to these families!

An Update From SEA New Interim SEA Administrator **Reed McCracken** will be joining our board meeting on the 13th to introduce himself and be welcomed and take questions from the board. SEA building reports will be back on the agenda in January, but Reed asked that I share a few highlights from his first month on the job below. Though there are certainly ongoing challenges, there are also a lot of great things happening at SEA these days! From Reed:

"Many staff at the SEA have noted a positive change in the school climate since the switch to our "Split Schedule". By separating students into morning and afternoon groups for their academics there are fewer students in the building at one time and more staff to provide them with services. This dynamic allows for more of the individualized attention and problem solving that so many of them need. One counselor noted "It was awesome! Staff are getting to the parts of their job that they enjoy." Along with this has come a focus on addressing student behavior, involving parents in discussions of

behaviors, and increasing the consistency and timeliness of follow up. Increasingly a Restorative Justice approach is being used with success to resolve minor issues between students, and students and staff. The SEA continues to struggle filling a number of key staff positions and covering for its regular staff absences."

That's a good place to end! I welcome your thoughts and questions, and I am honored to be leading my colleagues and serving the Barre community as your superintendent. Thank you for your support.

Respectfully,

Chris

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BARRE UNIFIED UNION SCHOOL DISTRICT BOARD MEETING

Spaulding High School Library and Via Video Conference – Google Meet
November 29, 2023 - 6:00 p.m.

MINUTES

BOARD MEMBERS PRESENT:

Giuliano Cecchinelli, II (BC) – Chair
Chris Parker (BT) – Vice Chair
Paul Malone (BT) - Clerk
Michael Boutin (BC)
Nancy Leclerc (At-Large)
Sarah Pregent (BC)
Terry Reil (BT)
Emily Reynolds (BT)
Sonya Spaulding (BC)

BOARD MEMBERS ABSENT:

ADMINISTRATORS PRESENT:

Chris Hennessey, Superintendent
Luke Aither, SHS Co-Principal
Emmanuel Ajanma, Director of Technology
Stacy Anderson, Director of Special Services
Jamie Evans, Facilities Director
Melissa Greenwood, BCEMS Assistant Principal
Carol Marold, Director of Human Resources
Mari Miller, SHS Assistant Principal
Ted Mills, BTMES Assistant Principal
Jennifer Nye, BTMES Principal
Erica Pearson, BTMES Principal
Lisa Perreault, Business Manager
Brenda Waterhouse, BCEMS Principal
Ashley Young, Assistant Business Manager

GUESTS PRESENT:

Peter Anthony	Bridgett Apfel	Mel Battah	Martha Blaisdell	James Carpenter
Alice Farrell	Michael Gilbar	Josh Howard	Tyler Kimberly	Prudence Krasofski
Sherry Lewton	Reed McCracken	Joelen Mulvaney	Victoria Pompei	Andrea Poulin
Brody Priddey	Rachel Van Vliet	Brittany Wood		

1. Call to Order

The Chair, Mr. Cecchinelli, called the Wednesday, November 29, 2023, Regular meeting to order at 6:00 p.m., which was held at the Spaulding High School Library and via video conference.

2. Pledge and Mindfulness Moment

The Board recited the Pledge of Allegiance. The Board held a Mindfulness Moment.

3. Additions and/or Deletions to the Agenda

Add 8.7 Appoint Board Member to Open Position on Superintendent Evaluation Committee
Add 13.2 Administrator Contracts 1 V.S.A. § 313(a)(1)(a)
Add 13.3 Personnel – 1 V.S.A. § 313(a)(3)
Take Agenda Item 8.3 (Audit Presentation) out of order.

On a motion by Mrs. Spaulding, seconded by Ms. Parker, the Board unanimously voted to approve the Agenda as amended.

4. Public Comment for Items Not on the Agenda

4.1 Public Comment

Mr. Boutin reported he had fun at the Student Council sponsored Basketball Tournament.

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4.2 Student Voice

None.

5. Faculty/Staff – Reports/Presentations

Discussion moved to Agenda Item 8.3

6. Consent Agenda

6.1 Approval of Minutes – November 8, 2023 Regular Meeting

On a motion by Mr. Reil, seconded by Ms. Parker, the Board unanimously voted to approve the Minutes of the November 8, 2023 Regular Meeting.

6.2 Warrant Approval (11/09, 11/16)

Copies of the Warrants were distributed.

Concern was voiced regarding the ongoing amount expended for course reimbursement (significantly higher than in previous years). Mr. Hennessey advised that there are many employees under provisional and emergency licenses that require coursework in order to obtain licensure. In response to a query, the Superintendent advised he can provide the anticipated dollar amount at a later date. Brief discussion was held regarding coursework/timing of coursework, that less course reimbursement occurred during COVID, and a belief that the CBA does not contain limitations/restrictions on course reimbursement.

On a motion by Mrs. Spaulding, seconded by Mrs. Leclerc, the Board unanimously voted to approve as presented, the Warrants dated 11/09/23 and 11/16/2023.

7. Building Reports

7.1 Building Reports; BCEMS, BTMES, SHS

Copies of Building Reports were distributed.

Concern was raised that behavior data is included in Building Reports, and a suggestion, that the topic of Behavior deserves its own agenda item where more thoughtful discussion can be held. It was requested that Behavior Reporting be added to the next agenda. It was requested that behavior data be provided in a uniform manner for all schools. It was confirmed that SEA will be providing a report in the near future. There was a request that behavioral data include historical data. Brief discussion was held regarding how to interpret behavioral data. There was a request that the behavioral report include definitions of the various tiers. It was requested that data be broken down between elementary and middle school students. Brief discussion was held regarding the large discrepancy of substantiated HHB cases between the two elementary/middle schools; both schools utilize the same HHB Policy and procedures, each case/situation is unique and must be investigated to see if it meets HHB criteria, issues that don't qualify as HHB are still addressed as conduct issues, discrepancies in the number of suspensions, the need for more information to assist with identifying trends, a suggestion that the Administrative Team go back to the drawing board regarding report formatting/information, the difficulty in compiling all schools' data into one report format, the lack of a software program to provide reports, a request for the Board to specifically define the information they would like to see on reports and the 'need/intent' for/of the reports, possible budgetary considerations, consideration of possible next steps to address 'high-flyers/frequent-flyers' (students with 3 or more incidents), a suggestion that the Board work to provide clear guidelines for reporting, documentation to support the addition of full-time HHB Coordinators, the need to review the process/procedures to assure that the needs of students are being met, a query regarding how information is reported to the State, a request to utilize the BCEMS format and include Title IX, a suggestion that the report format be discussed at a future Board meeting, and a request from Mr. Cecchinelli for Board Members to send him an email with the list of information they want to see on behavior reports (including historical information). Appreciation was expressed for the inclusion of food for the BCEMS holiday concert, to administrators and staff for the work they perform to keep the schools running, for the letter sent to BTMES families, and for inclusion of the late start schedule and information relating to grading (SHS). Additional discussion included; a query regarding Tier I instruction at the 9th and 10th grade levels, implementation/availability of 6 Seconds training, the benefit of proactive steps for 9th and 10th graders, a query regarding the Crimson Block (previously Tide Time - intentional time for students to get assistance from teachers), ongoing work around the topic of Proficiency Based Grade Reporting (which differs from grading), an update on the SHS lighting project (should be completed by 01/01/2024), a query regarding potential electricity savings (after converting to LED), a query regarding SHS scholarship applications (submission and review), the awarding of scholarships to every student who applied in 2023, acknowledgement that the SHS Scholarship Program has one of the largest endowments for scholarships in New England, and appreciation for upgrades to the multi-purpose and wrestling rooms.

8. Current Business

8.1 New Hires

No candidates were presented for hire.

8.2 FY25 Budget Presentation

A copy of the FY25 Budget Information Presentation (dated 11/29/23) was distributed.

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A copy of the FY 25 Budget Development Narrative (updated 11/29/23) was distributed.

A document titled Proposed FY25 Revenue Budget (11/29/23) was distributed.

A document titled Proposed FY25 Expenses Budget (11/29/23) was distributed.

Appreciation was extended to Mrs. Perreault and the Business Office for their work on the Audit. The Budget Presentation, as was presented to the Finance Committee, was displayed on screen. Mrs. Perreault provided an overview of the presentation, including but not limited to; an overview of the budget timeline, the FY24 / FY25 budget expense and revenues comparison, education spending, the investment in instruction, Act 127 (goes into effect in FY25), the change in student count based on the new weighting formula (a gain of approximately 892 students (ADM – Average Daily Membership), tax implications of Act 127, other tax rate factors (Yield, CLA), District and Homestead Tax Rate calculations, and the General Fund Expenditure increase of 11.7%.

The Board reviewed the Budget Narrative, held discussion and presented questions to administration, including but not limited to; continuation of positions created to mitigate the impact of COVID (previously funded by ESSER), the budget impact of moving grant funded positions to the general fund, concern regarding the bottom line ramifications given the proposed tax rate increase in Barre City, contracted services for the Virtual High School, appreciation for the addition of a grant writer, a suggestion to spend FY24 surplus monies for FY25 supplies, keeping the SHS SRO in the budget, clarification that 3 ESSER positions are slated to be cut, an explanation of how mental health professionals are utilized/how roles differ, the importance that mental health professionals with providing supports to students and families, the possibility of equity issues (library services and principal offices), appreciation for funding for field trips, a query regarding CVCCSD tuition (hasn't been set yet), a query regarding the lack of increase for extracurricular transportation, a request for the document to show the actual increase in dollar amount for each school, a query regarding the number of students to be served with increased programs/services at BCEMS, custodial line items (electricity, overtime, and playground equipment), the increase for the grant writing position, structure of and skills necessary for the grant writing position, the increase for staff appreciation supplies and refreshments under multiple line items, the increase for a .5 FTE Hiring Coordinator, the decrease in general instruction at BTMES (positions shifted to Central Office), the addition of an ELL position, a query regarding the snow removal contract, a request for the detailed line item budget report, discomfort with the increase of almost 12% and the ability of the community to afford such an increase, the need to have difficult discussions regarding items that are required vs. those that are niceties, concern over significant increases for salaries at the Central Office, Mr. Reil went on record to oppose the Central Office increases, including one for \$19,500, a query regarding when the CVCCSD tuition increase will be available (concern that last year's issue not be repeated – under budgeted by \$300,000), the possibility of using different SRO models, a query regarding a possible multi-year plan for playground equipment replacement, a query regarding any option to utilize the Washington County Sheriff's Office for an SRO at SHS, concern that renters will be negatively impacted by a large increase in the budget, the possibility of billing insurance for mental health services provided by the District, caution about using a different model for an SRO and the need for an SRO to have specialized training, acknowledgement that the current increase is daunting, and a suggestion that the Board wait for all of the numbers to come in, to recognize that the District has been underweighted for many years, should take advantage of an increase in taxing capacity, and confirmation that Central Office salary increases are included in the draft budget.

The meeting recessed at 8:53 p.m. and reconvened at 8:59 p.m.

8.3 FY23 Draft Audit Presentation

A copy of a draft letter from Mudgett, Jennett & Krogh-Wisner, P.C. (dated 11/21/23) was distributed.

A draft document titled BUUSD Financial Statements June 30, 2023 and Independent Auditor's Reports was distributed.

Tyler Kimberly of Mudgett, Jennett & Krogh-Wisner, P.C addressed the Board, advising that he performed the bulk of the audit and that the audit went smoothly, including the timeline. The audit was mostly completed in October. A few audit adjustments were proposed, with the largest item being an adjustment related to the HVAC Project. Reconciliations and recordings are current.

Mr. Kimberly and Mrs. Perreault answered questions from the Board related to; the impact of the HVAC adjustment recommendation (auditors propose it be moved to FY23, as it should not be reflected as an FY24 expense), an explanation for how the Government-wide Statement of Net Position is derived, confirmation of the accuracy of surplus account balances, restrictions on the Food Service fund balance, an explanation of the Special Revenue fund, information related to the Capital Improvement Fund (details are contained in the Audit notes), information related to the Tax Stabilization Fund, an explanation related to the Finding related to the proposed HVAC related adjustment and whether or not procedures are in place to prevent this in the future, confirmation that business type activities (related to the Career Center) should be included in the audit because of residual funds, a request that the audit include a notation that that Career Center balances will be closed out in FY24, confirmation that balances were not transferred to the new financial system until recently, confirmation that the District is behind on escheatment (the process of turning over unclaimed assets to the State – approximately \$54,000), a recommendation to re-issue stale-dated checks, confirmation that some Capital Improvement Fund projects were performed after the close of FY23 (resulting in the funds being present at the end of FY23), and a request to research the timeframe allowed for escheatment.

Mrs. Spaulding moved to approve the Audit as presented. Mrs. Pregent seconded the motion.

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Brief discussion was held regarding approving the Audit prior to its finalization. **Mrs. Spaulding amended the motion to approve the Draft version of the Audit as presented and then when we get the Final, we can make a motion to approve the Final version. The motion was not seconded.**

Mr. Kimberly was thanked for his attendance at the meeting.

Discussion moved to Agenda Item 6.1.

8.4 Discussion: Level of Detail and Frequency of Financial Reports

Mr. Hennessey advised that he and the Business Manager are looking for clarity regarding what reporting should be included in the packets. Mrs. Perreault advised that financial reports are typically provided at the Finance Committee meetings. It was noted that some Board Members prefer summary information (with notations for variances) and some prefer detailed information. It was suggested that the Warrants be distributed via e-mail or as a link in the packet. It was confirmed that generation of detailed reports are 'canned' and easy to produce. The summary report requires manual input. It was clarified that, as a Board, the Board should determine what reports they want and how they want to receive them. For the record, Mrs. Spaulding advised that she trusts that the summary report reflects what the line by line report says and she doesn't need to go through the line by line because that is the Business Manager/Business Office's job. Mrs. Spaulding believes there is a difference in philosophy between Board Members. Mr. Hennessey believes that the audit shows that the District is handling the finances as it should and he does not believe there is a reason for the degree of scrutiny being requested by some on the Board. Mr. Hennessey believes the Board should explore the definition of 'oversight'. Mrs. Perreault advised that some days she receives multiple email inquiries, which requires her to put other work on hold. Brief discussion was held regarding 'oversight' and it was clarified that anyone can request copies of detailed reports at any time.

Mr. Boutin moved that the Business Manger proactively provide the line by line item report once a month at the beginning of the month. Mr. Malone seconded the motion.

Discussion included; the need/or not, to review detailed reports, the responsibility of the Board (what is the definition of oversight), and a suggestion to amend the motion to provide the detailed report to the Finance Committee.

Mr. Boutin amended the motion to have the Business Manager proactively provide the line by line item report monthly, prior to the Finance Committee meeting. Mr. Malone agreed with the friendly amendment.

Brief discussion was held including concern that answering questions from the Board is time consuming, possible discussion on ways to reduce the number of questions (be judicial), that by law, reports can be requested and questions need to be answered, a belief that distribution of the line by line report will eliminate a lot of questions, whether the report should be part of the Finance Committee Agenda/ Packet, or just emailed to Board Members, a query if the motion should include that questions can only be asked at Finance Committee meetings, clarification that the Business Manger had requested that all questions be sent to her via email, and clarification that most questions are generated from the Warrants, not from reports.

Mr. Boutin amended the motion to read; to ask the Business Manager to provide a line by line item report prior to the Finance Committee Meeting, in the Finance Committee packet, and questions will be asked at the Finance Committee meeting. Mr. Malone agreed to the friendly amendment.

On a motion by Mr. Boutin, seconded by Mr. Malone, the Board voted 7 to 1 to ask the Business Manager to provide a line by line item report prior to the Finance Committee Meeting, in the Finance Committee packet, and questions will be asked at the Finance Committee meeting.

Mr. Boutin, Mrs. Leclerc, Mr. Malone, Ms. Parker, Mrs. Pregent, Mr. Reil, and Ms. Reynolds voted for the motion. Mrs. Spaulding voted against the motion.

8.5 Future of Curriculum Committee

A document titled BUUSD Action Item Briefing Memo was distributed.

Mr. Boutin advised that over a number of months, the Curriculum Committee has been struggling to 'find its place in the world'. The Committee agreed to send this matter back to the Board for a decision. Options discussed were: remove the Committee completely, modify the Committee, or keep the Committee the same. Mr. Boutin directed the Board to the Action Memo in the packet which clearly explains the matter. Mr. Boutin's recommendation as Chair of the Committee, is to modify the Committee and to ask the Board to assign work. Lengthy discussion was held, including but not limited to; concern regarding telling administrators how to do their jobs, an overview of some other Committees throughout the state, a suggestion that the Committee be modeled after a Committee at UVM, or Kingdom East's Academic Excellence Committee, a belief that the Board of Education (the BUUSD Board) should deal with curriculum, concern that under the current structure the Committee has not been dealing with solving issues, the Strategic Plan's

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reference to the Curriculum Committee, opposition to disbanding the Curriculum Committee, a belief that disbanding the Committee does not reflect that the Board believes curriculum is not important, the current lack of work for the Committee, acknowledgement that the Committee has not been making recommendations to the Board and doesn't have direction from the Board, discussion of the use of the Action Memo form, suggestions of various topics the Committee could discuss, a belief that there is value to the Committee, a suggestion to modify the Strategic Plan and/or the Continuous Improvement Plan (based on deteriorating results), and a suggestion to change the Committee to be a more outcome based Committee,

Mr. Boutin moved to adopt the Charge to discuss and make recommendations to the BUUSD Board regarding improvement opportunities to enhance quality of education and outcomes. Discussion items will be advanced to the Committee by the BUUSD Board for discussion and community and staff engagement. Recommendations will be presented to the Board for discussion and approval. Send to the Committee; discuss local assessments for tracking of the quality of education, providing feedback on public facing curriculum frameworks, and electronic devices and equipment.

Mrs. Pregent seconded the motion.

Brief discussion was held including, but not limited to; concern about the Board assigning things to the Committee, the Committee making recommendations to the Board (when there are professionals in the District to do that), concern that the Board and Committee will be overstepping when making recommendations, clarification that the items in the motion are not 'curriculum', a belief that the items listed in the motion are items the Board should be concerned about, reiteration that the Committee agreed that this topic be discussed at the Board level (the Committee is asking for direction/guidance), a suggestion to change the name of the Committee, reiteration that the Committee has held interesting discussions, but is not making any recommendations or taking any action, a suggestion that the Charge be adopted, then the Board hold discussion regarding re-naming the Committee and discussing its work, concern that work would be duplicated (sharing of assessment data) at the Board and Committee levels, information relating to past work of the Committee, and acknowledgement that work of other committees (finance, policy, etc.) is also presented at the Board level.

On a motion by Mr. Boutin, seconded by Mrs. Pregent, the Board voted 7 to 1 against adopting the Charge to discuss and make recommendations to the BUUSD Board regarding improvement opportunities to enhance quality of education and outcomes. Discussion items will be advanced to the Committee by the BUUSD Board for discussion and community and staff engagement. Recommendations will be presented to the Board for discussion and approval. Send to the Committee; discuss local assessments for tracking of the quality of education, providing feedback on public facing curriculum frameworks, and electronic devices and equipment.

Mrs. Leclerc, Mr. Malone, Ms. Parker, Mrs. Pregent, Mr. Reil, Ms. Reynolds, and Mrs. Spaulding voted against the motion. Mr. Boutin voted for the motion.

Mrs. Pregent moved to dissolve the Curriculum Committee and take up the named assignments at the Board level. Mrs. Spaulding seconded the motion.

Brief discussion was held, including; opposition to disbanding the Committee, community input that curriculum and instruction is the heart of what the schools do, that the Committee should spend time discussing what the Committee should be doing, establish a calendar of topics, provided a list of suggested topics, and the belief that it would be unwise to disband the Committee.

On a motion by Mrs. Pregent, seconded by Mrs. Spaulding, the Board voted 4 to 4 to dissolve the Curriculum Committee and take up the named assignments at the Board level. The motion failed.

Ms. Parker, Mrs. Pregent, Ms. Reynolds, and Mrs. Spaulding voted for the motion. Mr. Boutin, Mrs. Leclerc, Mr. Malone, and Mr. Reil, voted against the motion.

Mr. Boutin advised he is resigning as Chair of the Curriculum Committee and is also resigning from the Committee.

8.6 Community Building Discussion

A document titled BUUSD Action Item Briefing Memo was distributed.

A document titled The Case For Community Engagement was distributed.

Ms. Reynolds addressed the Board and advised regarding discussion at the VSBA Fall Conference pertaining to how to get the community involved in the school community and make it a welcoming place. Ms. Reynolds queried the Board regarding interest in forming a community engagement committee with the possibility of having an intersection with events planned by the Curriculum Department, and presenting budget information. Ms. Reynolds provided a brief overview of the documents contained in the packet and how they tie into the new Governance Plan. Brief discussion was held, including discussions held at the conference, learning how

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other districts engage their communities, the importance of having students active in the community, activities that are advertised to the whole community, ways to educate the community on various events and the budget, well attended community events that have been held in the District (since COVID), support for community engagement and how community engagement ties to the Strategic Plan. It was agreed to add this item to a future agenda.

8.7 Appoint Board Member to Open Position on Superintendent Evaluation Committee

Mr. Cecchinelli advised that a Board Member needs to be appointed to fill the position vacated by Mr. Moore. Individuals currently on the Committee are; Mrs. Leclerc, Mr. Malone, and Ms. Parker.

Mrs. Leclerc nominated Mr. Reil. Mr. Reil declined the nomination.

On a motion by Mrs. Leclerc, seconded by Ms. Parker, the Board unanimously voted to appoint Ms. Reynolds to the Superintendent Evaluation Committee.

9. Old Business

9.1 Second and Final Reading Board Member Conflict of Interest Policy (A1)

A copy of the policy was distributed.

Ms. Parker suggested that this item be postponed until the next meeting, to allow time for Board Members to read the legal opinion provided by Pietro Lynn. The legal opinion will be shared via email.

On a motion by Mrs. Spaulding, seconded by Mrs. Pregent, the Board unanimously voted to postpone this Agenda item until the next Regular Board meeting.

9.2 Second and Final Reading Home Study Students Policy (C6)

A copy of the policy was distributed.

On a motion by Mrs. Spaulding, seconded by Mrs. Pregent, the Board unanimously voted to approve the Second and Final Readings of the Home Study Students Policy (C6), the Title One Comparability Policy (D4), the Animal Dissection Policy (D5), the Class Size Policy (D6), and the Travel Reimbursement Policy (F1).

9.3 Second and Final Reading Title One Comparability Policy (D4)

A copy of the policy was distributed.

See Action under Agenda Item 9.2.

9.4 Second and Final Reading Animal Dissection Policy (D5)

A copy of the policy was distributed.

See Action under Agenda Item 9.2.

9.5 Second and Final Reading Class Size Policy (D6)

A copy of the policy was distributed.

See Action under Agenda Item 9.2.

9.6 Second and Final Reading Travel Reimbursement Policy (F1)

A copy of the policy was distributed.

See Action under Agenda Item 9.2.

10. Committee Reports

10.1 Finance Committee

Minutes from the 11/13/23 meeting were distributed.

The next meeting is Monday, December 11, 2023 at 6:00 p.m. in the Spaulding High School Library and via video conference.

10.2 Facilities & Transportation Committee

Minutes from the 11/06/23 meeting were distributed.

The next meeting is Monday, December 4, 2023 at 6:00 p.m. in the Spaulding High School Library and via video conference.

10.3 Policy Committee

Minutes from the 11/15/23 meeting were distributed.

The December meeting is cancelled.

The next meeting is Wednesday, January 17, 2024 at 6:00 p.m. in the Spaulding High School Library and via video conference.

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10.4 Curriculum Committee

The next meeting is Wednesday, December 6, 2023 at 6:00 p.m. in the Spaulding High School Library and via video conference.

10.5 CVCCSD Board Meeting

Minutes from the 11/13/23 meeting were distributed.

The next meeting is December 11, 2023.

11. Future Agenda Items

- Behavioral Reporting (January 2024 – Board Members should email Mr. Cecchinelli regarding the formatting/content)
- Community Building
- Second and Final Reading Board Member Conflict of Interest Policy (A1)
- FY25 Budget Development
- Creation of a Student Outcome Committee
- Revisit Formation of a Behavioral Committee
- Legislative Breakfast
- Superintendent Evaluation Update
- Length of Meeting Times / Exploration of a Policy Related to Meeting Times

12. Next Meeting Dates

Wednesday, December 13, 2023 at 6:00 p.m. at the Spaulding High School Library and via video conference.

Wednesday, December 20, 2023 at 6:00 p.m. at the Spaulding High School Library and via video conference.

13. Executive Session as Needed

13.1 Personnel – 1 V.S.A. § 313(a)(3)

13.2 Administrator Contracts 1 V.S.A. § 313(a)(1)(a)

13.3 Personnel – 1 V.S.A. § 313(a)(3)

Items proposed for discussion in Executive Session include two Personnel Matters and Administrator Contracts.

In response to queries, Mr. Cecchinelli advised that all of the items listed qualify for Executive Session and that the motion for findings is not necessary for any of the listed items.

On a motion by Mrs. Pregent, seconded by Mr. Boutin, the Board unanimously voted to enter into Executive Session, with Mr. Hennessey and Mrs. Marold in attendance, at 10:31 p.m. under the provisions of 1 VSA section 313 to discuss the items proposed for discussion.

The remaining information was provided by the Board Clerk.

On a motion by Mr. Boutin, seconded by Mrs. Spaulding, the Board unanimously voted to exit Executive Session at 11:01 p.m.

15. Adjournment

On a motion by Mr. Boutin, seconded by Mrs. Spaulding, the Board unanimously voted to adjourn at 11:02 p.m.

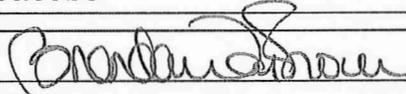
Respectfully submitted,

Andrea Poulin

BARRE UNIFIED UNION SCHOOL DISTRICT

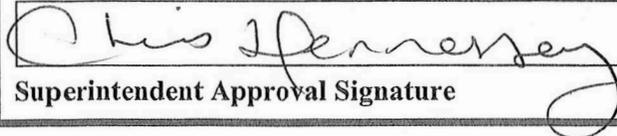
NEW HIRE NOTIFICATION FORM Complete and Submit to the Central Office (please submit via email to hr@buusd.org)	Date Received by Central Office: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
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To be Completed by Hiring Administrator: (please leave notes for Central Office on the back page)

Name: Johanna Rodgers	Location: BCEMS
Submission Date: 11/17/23	Administrator Action/Checklist Complete: <input checked="" type="checkbox"/> Y <input type="checkbox"/> N
Position: Alternative Middle School Classroom	Grade (If Applicable): <div style="border: 1px solid black; width: 100%; height: 15px;"></div>
Endorsement (If Applicable): <div style="border: 1px solid black; width: 100%; height: 15px;"></div>	<input type="checkbox"/> Hourly-Non Exempt <input checked="" type="checkbox"/> Salary-Exempt
Hours Per Day: 7.5	Scheduled Hours: 8:15 a.m. to 3:45 p.m.
Account Code: 101-1381-51-11-0-1101-51110	
Replacement? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N	
If Yes, For Whom? Sharon Jacobs	Salary Rate: \$ 67,255. ⁰⁰
Administrator Approval: 	Signature Date: 11/5/23
REVERSE SIDE: Complete the New Hire Checklist prior to emailing candidate packet for Superintendent review.	

For Central Office Use Only:

Contract Complete Date <div style="border: 1px solid black; width: 100%; height: 15px;"></div>	Offer Letter Complete Date <div style="border: 1px solid black; width: 100%; height: 15px;"></div>	DOH <div style="border: 1px solid black; width: 100%; height: 15px;"></div>
Total Years of Experience: <div style="border: 1px solid black; width: 100%; text-align: center;">0</div>	Step: <div style="border: 1px solid black; width: 100%; text-align: center;">1</div>	Placement: <div style="border: 1px solid black; width: 100%; text-align: center;">B</div>
Hourly Rate: \$ <div style="border: 1px solid black; width: 100%;"></div>	Salary Rate: \$ <div style="border: 1px solid black; width: 100%;"></div>	Seniority Date: <div style="border: 1px solid black; width: 100%;"></div>
Contract Type: <input checked="" type="checkbox"/> Teacher <input type="checkbox"/> Para <input type="checkbox"/> Replacement <input type="checkbox"/> Interim <input type="checkbox"/> Offer/Non-Contracted Letters <input type="checkbox"/> AFSCME <input type="checkbox"/> N/A		
Days Per Year: 190	Salary: \$ 43,250	Contract Days: 124
Teacher: AOE Endorsement: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
If No, Required: <input checked="" type="checkbox"/> Provisional <input type="checkbox"/> Emergency <input type="checkbox"/> Apprenticeship		
Para-Educator: Associates Degree <input type="checkbox"/> YES <input type="checkbox"/> NO (If NO) → ParaPro <input type="checkbox"/> YES has passed ParaPro <input type="checkbox"/> NO will need to take ParaPro		

	NOV 29 2023
Superintendent Approval Signature	Date

Johanna Rodgers

I am looking for that life-long career. I want a forever home with a company that I respect, who will respect me, and where I can be challenged to keep growing.

WORK EXPERIENCE

Barre City Elementary and Middle School September 2023 - Present

I started working for BCE this school year as a Student Support Specialist in the CARES Program. While in this position, I have increased my skills in conflict resolution, mediating challenging situations, and working with children in an academic environment. I have received trainings on verbal de-escalation and Handle With Care.

Charis Learning Center June 2022 - August 2023

As the office manager for Charis, I taught myself medical billing and coding. I handled all administrative needs for business, all incoming clients, and managed schedules for up to 6 clinicians and staff. When needed, I also helped re-regulate younger clients and assist with therapy. I was also responsible for collecting medical records and writing diagnostic evaluation reports. This was an excellent position that allowed me to work with and learn from a neurodiverse population.

CVMC, Inpatient Psych Spring 2022

I worked briefly as a Mental Health Tech at CVMC. This was an overnight position working with the nursing team. I quickly learned that this schedule, environment, and specific population was more intense than I am comfortable in. I am certified in CPR and basic life support, as well as AVADE self-defense.

Retail Management 10 years

I have 10 years experience working in retail settings. This really boosted my small group and interpersonal skills. A major part of managing a team of individuals is training them to meet an expectation and holding people accountable. This has wide-reaching and life-long applications. This included having difficult conversations, many of which were settling conflicts between team members or a team member and a member of management.

ADDITIONAL EXPERIENCES

In 2021-2022, I served as the Child and Youth Chairperson for the American Legion Auxiliary, Post 10, in Barre, VT. My favorite activity in this position was hosting a book drive and donating the books to children in the community.

My teaching experience has included a high school Sunday School class, as well as homeschooling my own children for 3 years. I created a curriculum and gathered resources for grades K-1, and 6-8. I did this while also going to college full time. Now that I am back in the workforce, both of my children seamlessly adjusted to grade-appropriate levels in public school, even taking honors classes Freshman year at Spaulding.

EDUCATION

Maryville University - Bachelor of Arts, Psychology and Sociology with a minor in Social Work
GPA - 3.986. Graduated Summa Cum Laude in Spring 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)

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: Column 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

Superintendent Approval Signature

Date

TIMOTHY MALLARD

PROFESSIONAL EXPERIENCE

<p>JUN 2021 – Present</p>	<p>Research Project Assistant</p>
<p>Vaccine Testing Center Larner College of Medicine University of Vermont (UVM) <i>Burlington, Vermont</i></p>	<ul style="list-style-type: none"> ▪ Coordinating a clinical trial with partners at the International Center for Diarrhoeal Disease Research (icddr,b) in Dhaka, Bangladesh ▪ Liaising between UVM and icddr,b for all protocol-indicated clinical, regulatory, and laboratory procedures, ensuring aspects meet NIH and FDA standards for Good Clinical Practice and Human Subjects protections ▪ Writing and editing research protocols and study-specific procedures ▪ Validating large safety data reports for Independent Safety Monitoring
<p>MAR 2019 – JUN 2021</p>	<p>ESOL Teacher</p>
<p>Highlandtown Elementary/Middle School #215 Baltimore City Public Schools <i>Baltimore, Maryland</i></p>	<ul style="list-style-type: none"> ▪ Taught non-native English Learners (ELs) in Grades 6-8 and assessed ELs at all levels from Pre-Kindergarten through 8th Grade using WIDA frameworks ▪ Participated in an ESOL Professional Learning Community (PLC) ▪ Guided fellow staff members on effective pedagogy for ELs ▪ Served on the Family and Community Engagement (FCE) committee
<p>OCT 2019 – FEB 2020</p>	<p>Adjunct ESL Instructor</p>
<p>Baltimore City Community College <i>Baltimore, Maryland</i></p>	<ul style="list-style-type: none"> ▪ Designed and taught 3-hour lessons for a group of advanced, adult ELs three days per week, resulting in 93% of student scores increases on CASAS exams ▪ Graded exams and assignments, providing constructive feedback
<p>JUL 2018 – MAR 2019</p>	<p>Graduate Assistant - Writing Tutor</p>
<p>English Language Institute (ELI) University of Maryland Baltimore County (UMBC) <i>Baltimore, Maryland</i></p>	<ul style="list-style-type: none"> ▪ Empowered English Learners to improve reading, writing, and vocabulary skills, and to create communities at UMBC ▪ Supported the ELI's overall creation and administration of diagnostic and placement exams, as well as events to facilitate language learning
<p>JAN 2017 – JUL 2018</p>	<p>Management Analyst</p>
<p>Health Resources and Services Administration, DHHS <i>Rockville, Maryland</i></p>	<ul style="list-style-type: none"> ▪ Advised clinicians and administrators on service requirements through portal inquiries, service requests, phone calls, and email communications ▪ Facilitated nationally broadcasted webinars for the National Health Service Corps (NHSC) to improve understanding of program requirements
<p>JAN 2015 – SEP 2016</p>	<p>Peace Corps Volunteer</p>
<p>Health Sector Peace Corps Ethiopia <i>Azena, Amhara, Ethiopia</i></p>	<ul style="list-style-type: none"> ▪ Implemented interactive health education programs, such as HIV and malaria-prevention, nutrition, and gender equality trainings, to high-school students and teachers in a rural setting ▪ Assisted the local Health Center with health education campaigns in catchment area, involving foot travel to remote areas and knowledge of local language

APR 2013 – DEC 2014	Ambulatory Service Representative II
Outpatient Medical Specialties Boston Children’s Hospital <i>Boston, Massachusetts</i>	<ul style="list-style-type: none"> Scheduled and checked-in patients, coordinated care with clinical staff Distinguished as providing “Exceptional” service to patients by management Trained and updated staff on Epic Electronic Health Record functionality

EDUCATION

SEP 2021 – DEC 2023	Post-Baccalaureate Premedical Program
University of Vermont <i>Burlington, Vermont</i>	<ul style="list-style-type: none"> A non-degree seeking program to prepare career changers to apply to medical school, including: Biology (8 credits), Chemistry (8 credits), Physics (8 credits), Organic Chemistry (8 credits), and Biochemistry (3 credits)

AUG 2018 – MAY 2021	Teaching English to Speakers of other Languages (TESOL), MA
University of Maryland Baltimore County (UMBC) <i>Baltimore, Maryland</i>	<ul style="list-style-type: none"> Met all requirements for a Maryland Educator Certificate 4.0 GPA, Student Advisor, Sherman Scholar, and Peaceworker Fellow Facilitated a workshop for graduate students at the MA TESOL Conference

SEP 2007 – MAY 2012	Health Management & Policy: Public Health, BS
University of New Hampshire <i>Durham, New Hampshire</i>	<ul style="list-style-type: none"> Internship in Health Information Technology and EHR Consulting President and Co-Founder of Sketched Out Comedy Troupe Competed on the NCAA Division I Men’s Cross Country Team

SCHOLARSHIPS, FELLOWSHIPS, AND AWARDS

SEP 2020 – MAY 2021	Sherman Scholar, Baltimore Teachers in Practice (BTIP)
UMBC <i>Baltimore, Maryland</i>	<ul style="list-style-type: none"> Member of the inaugural group of conditionally licensed teachers simultaneously completing graduate coursework towards licensure. Sherman Scholars are devoted to addressing inequities in high needs urban schools in Baltimore City Public Schools, and meet regularly to discuss social justice, mindfulness, and intersectionality of these as classroom best practices.

JUN 2019 – AUG 2019	Critical Language Scholarship - Swahili
U.S. Department of State <i>Tanzania</i>	<ul style="list-style-type: none"> An intensive overseas language and cultural immersion program where scholars live with host families, take formal language courses, and participate in cultural immersion activities with local language partners.

LANGUAGES

English	Native
Spanish	Advanced spoken, advanced written
Amharic	Advanced spoken, intermediate written
Swahili	Advanced spoken, advanced written
Awinya	Intermediate spoken, beginner written
Bangla	Beginner spoken

BARRE UNIFIED UNION SCHOOL DISTRICT

NEW HIRE NOTIFICATION FORM

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

Date Received by Central Office:

10-6-23

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

Name: <input style="width: 90%;" type="text" value="Karen Guthrie"/>		Location: <input style="width: 90%;" type="text" value="BCEMS"/>			
Submission Date: <input style="width: 80%;" type="text" value="10/5/23"/>		Administrator Action/Checklist Complete: <input type="checkbox"/> Y <input type="checkbox"/> N			
Position: <input style="width: 90%;" type="text" value="ELA Teacher"/>		Grade (If Applicable): <input style="width: 90%;" type="text" value="Grade 5/6"/>			
Endorsement (If Applicable): <input style="width: 90%;" type="text"/>		<input type="checkbox"/> Hourly-Non Exempt <input checked="" type="checkbox"/> Salary-Exempt			
Hours Per Day: <input style="width: 80%;" type="text" value="7.5"/>		Scheduled Hours: <input style="width: 80%;" type="text" value="8:15"/> a.m. to <input style="width: 80%;" type="text" value="3:45"/> p.m.			
Account Code: <input style="width: 95%;" type="text" value="101-1381-51-11-0-1101-51110"/>					
Replacement? <input checked="" type="checkbox"/> Y <input checked="" type="checkbox"/> N					
If Yes, For Whom? <input style="width: 90%;" type="text" value="Christine Everett Charlotte Murphy"/>		Salary Rate: \$ <input 2"="" style="width: 80%;" type="text" value="43,280.<sup>00</sup></td> </tr> <tr> <td colspan="/> Administrator Approval: <input style="width: 90%;" type="text" value="C. Anderson"/>		Signature Date: <input style="width: 80%;" type="text" value="10/5/23"/>	

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

For Central Office Use Only:

Contract Complete Date <input style="width: 80%;" type="text"/>		Offer Letter Complete Date <input style="width: 80%;" type="text"/>		DOH <input style="width: 80%;" type="text"/>	
Total Years of Experience: <input style="width: 80%;" type="text" value="0"/>		Step: <input style="width: 80%;" type="text" value="1"/>		Column Placement: <input style="width: 80%;" type="text" value="B"/>	
Hourly Rate: \$ <input style="width: 80%;" type="text"/>		Salary Rate: \$ <input style="width: 80%;" type="text"/>		Seniority Date: <input style="width: 80%;" type="text"/>	
Contract Type: <input checked="" type="checkbox"/> Teacher <input type="checkbox"/> Para <input type="checkbox"/> Replacement <input type="checkbox"/> Interim <input type="checkbox"/> Offer/Non-Contracted Letters					
<input type="checkbox"/> AFSCME <input type="checkbox"/> N/A					
Days Per Year: <input style="width: 80%;" type="text" value="190"/>		Salary: \$ <input style="width: 80%;" type="text" value="43,250"/>		Contract Days: <input style="width: 80%;" type="text" value="109"/>	
Teacher: AOE Endorsement: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		Promoted: \$24,811.84 Promoted 1/2/24: Dott			
If No, Required: <input checked="" type="checkbox"/> Provisional <input checked="" type="checkbox"/> Emergency <input type="checkbox"/> Apprenticeship					
Para-Educator: Associates Degree <input type="checkbox"/> YES <input type="checkbox"/> NO (If NO) → ParaPro <input type="checkbox"/> YES has passed ParaPro					
<input type="checkbox"/> NO will need to take ParaPro					

Chris Hennessey

Superintendent Approval Signature

NOV 30, 2023

Date

Karen S Guthrie

OBJECTIVE: I am eager to circle back to my first passion and I can utilize my education and training to help foster education for each child. With my skills I can provide leadership, communication, multitasking, patience, and reflectiveness within the classroom along with the school I am employed at.

EXPERIENCE:

OM Fisher Home: Westview Meadows & The Gary Residence

June 2023-Present **Position: Marketing/Administrative Assistant**

- Provide support to Executive Director
- Execute marketing strategy.
- Work with marketing team to manage brand and marketing initiatives.
- Develop and execute marketing campaigns.
- Assist with social media and website content.
- Attend trade shows, company events.
- Communicate with outside vendors regarding advertising needs.

2020-2023 **Position: Business Office Manager/Office Manager/Med Tech/PCA**

- Manage daily operations.
- Create and maintain a high level of resident and employee satisfaction.
- Provide clerical support; organize, and maintain resident, personnel, marketing and resource files.
- Answer telephones; greet guests; respond to residents' request and assist in coordination of services to residents.
- Assist in providing services to residents, families, and guests.
- Timekeeping for all staff
- Coordinate transportation schedule
- Provide resident assistance for personal needs according to care plan.
- Encourage resident independence, support and preserve resident dignity.
- Administer routine medications and treatments to residents.
- Carry out any other duties given by supervisor.

Genesis Berlin Health and Rehab

January 2023-June 2023 **Position: Business Office Manager**

- Ensures systems and controls are in place and adheres to all policy and procedures outlined in policy manuals and meets daily, weekly and monthly deadlines.
- Follows RCM business processes and oversees timely and accurate completion of all business office functions.
- Manages all Resident Trust Funds.
- Manages the Centers accounts receivable.
- Ensures that the residents and families receive the highest quality of service in a caring and compassionate environment.

Vermont Dental Care

2018-2020

Position: Certified Dental Assistant

- Updating and maintaining patient dental records.
- Overseeing patient check-in procedures.
- Coding and preparing insurance forms.
- Scheduling referral and testing appointments.

The Health Center

2012-2018

Position: Receptionist/Assistant

- Answering phones and scheduling appointments
- Work closely with the Dentist
- General office administration.

Washington County Mental Health Services

2010-2012

Position: Interventionist Case Manager

- Coordinating and providing care that is safe, timely, effective, efficient, equitable, and client centered.
- Handling case assignments, draft service plans, review case progress and determine case closure.

Barre City Elementary and middle School

2004-2010

Position: Para-professional/ Permanent Substitute Teacher

- Administrative support to teachers
- Monitoring a child's development
- Preparing education materials for daily programs.

EDUCATION:

- 2005-2009 Johnson State College Bachelor of Arts,
Major: Liberal Art
Concentration: Elementary Education, GPA 3.49
- 1992-1993 Norwich University, Northfield, Vermont
- 1989-1990, 1991 Lyndon State College, Lyndonville, Vermont
- 1985-1989 Spaulding High School, Barre, Vermont

CERTIFICATIONS:

- Certified Dental Assistant
- Certified in QuickBooks
- CPR/First Aid
- Residential Care Manager Course (working on completion)

Financial Management Questionnaire - BARRE UNIFIED UNION SCHOOL DISTRICT

	Yes	No	Don't know	By whom
Do you know by whom the following is maintained?				
School District Checkbook	X			Business Manager/Assist. Business Manager
School District receipts	X			Business Manager/Assist. Business Manager
Student Activity Cash/Check receipts	X			Business Manager/Assist. Business Manager/Bookkeepers
School District payments:	X			
Payroll	X			Payroll Manager-Assist. Business Manager-Business Manager
Accounts Payable	X			AP Accountant/Assist. Business Manager/Business Manager
Bank Deposit slips	X			Bookkeepers/Assist. Business Manager
Bank reconciliations	X			Assist. Business Manager, Reviewed by Business Manager
Are all bank statements and ledger balances reconciled monthly, by whom?	X			Assist. Business Manager/Reviewed by Business Manager
Does someone other than the treasurer review bank reconciliations?	X			Business Manager
Are checks always written to specified payees and not to cash?	X			
Are financial records maintained in a computerized system?	X			Profund/ADS-Implementing School ERP Pro
Are all payees registered in accounting software?	X			Vendors or Employees
Are all invoices, original, on vendor letterhead or format, with individual invoice number?	X			
Are all payments recorded and mailed with notation to the associated invoice number?	X			
Does the School District hold current W9 forms for all vendors?	X			Filed in Business Office
Does the same individual open the mail and deposit checks?		X		Receptionist opens mail and records checks/Assist Business Manager Deposits/Business Manager reviews
Are pre-numbered checks used for all bank accounts?	X			School ERP Pro assigns numbers
Are unopened bank statements delivered directly to the treasurer as received?	X			Electronic Access
Have you borrowed money from the School District?		X		
Do you know of anyone who has borrowed money from the School District?		X		
Have School Board members attended financial trainings?		X		Not all have received training.
Do the financial accounting personnel take regular vacations?	X			
Have you deposited School District monies anywhere other than a School District account?		X		
Have you deposited any non-School District monies into a School District account?		X		
Is it common practice for staff members to rotate responsibilities or cross train periodically?	X			On-going
Are student activity receipts deposited within 48 hours of the event?		X		At least weekly

Have you experienced a theft or embezzlement during the last five years?		X	
Does the School District have written policies and procedures for financial operations?	X		On website and evaluated periodically

	Yes	No	Don't know	By whom
Does each Town and School District official have copies of these policies and procedures?	X			On website
Is there a standard procedure to ensure that gate receipts reflect the event's attendance?	X			Ticket Accountatbility form is required
Is interest in School District accounts apportioned to each account?		X		Unified District
Have there been any changes in authorized signatures during the fiscal year?		X		Unified Accounts-Carol Dawes is Treasurer
Has a signature stamp ever been used for any School District account?	X			Treasurer uses signature stamp
Do you have pre-numbered receipt books for cash payments?	X			At SHS
Have you attended trainings on recordkeeping?	X			
Are any School District financial records maintained in manual form?		X		
Do you maintain separate pages, columns or running balances for each fund?	X			
Are checks written by the same individual who approves payments?		X		Checks processes by AP Accountant
Do you participate in any business which does business with the School District?		X		
Does any employee that you know of participate in any organization as a vendor?		X		
Have you questioned if the lifestyle of any associate reflects their normal income?		X		
Are bank accounts and fund balances reconciled on a monthly basis?	X			Assistant Business Manager
Does the School District loan money to town employees?		X		

As a signer below, I certify to the best of my knowledge that the answers provided in this self-assessment questionnaire are an accurate representation of the operation of the school district of Barre, Vermont.

Preparer: *Lisa Perreault* Printed Name: Lisa Perreault

Title: Business Manager, SFO Date submitted: December 13, 2023

As an official of the BUUSD, I certify that the board has reviewed this questionnaire within two months of receiving it from the superintendent.

Name: _____ Title: _____ Date: _____

Title 16 : Education Chapter 005 : Secretary Of Education Subchapter 002 : Superintendents (Cite as: 16 V.S.A. § 242a) § 242a. Internal financial controls (a) The superintendent or his or her designee shall annually, on or before December 31, complete and provide to the supervisory union board and to all member district boards a copy of the document regarding internal financial controls made available by the Auditor of Accounts pursuant to 32 V.S.A. § 163(11). (b) The supervisory union board shall review the document provided by the superintendent within two months of receiving it. (Added 2011, No. 155 (Adj. Sess.), § 29.)

Agreement to Join the Winooski Valley & Statewide
Choice of Public High School Collaborative
for the 2024-2025 School Year
Under Act 129 (Sec. 34. § 822d 2A)

Spaulding High School _____ agrees to join the Winooski
Valley & Statewide Choice of Public High School Collaborative for the 2024-2025
school year. We will abide by the conditions outlined in the attached Articles of
Agreement.

Our high school will agree to accept no more than 20 students and will
send no more than 40 students* for the 2024-2025 school year.

** Please make sure this number agrees with the guidelines provided
by Act 129 Sec. 34. § 822a.(b)**

For the Board of School Directors of Barre Unified Union School District

Signature & Title: _____

Dated: _____

Please fill in the name of the school contact who will send out & receive applications
(usually the Principal or Guidance Director) for your school.

School Contact Name & Position: Anna Ryan, Admin. Asst. School Counseling Office

E-mail for School Contact: aryanshs@buusd.org

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

CODE: B 20

1ST READING: 12/13/2023

2ND READING:

ADOPTED:

**PERSONNEL RECRUITMENT, SELECTION, APPOINTMENT, AND
BACKGROUND CHECKS**

Policy

It is the policy of the Barre Unified Union School District (BUUSD) to select for employment only persons of good character who have the skills and other qualifications necessary to fulfill job requirements while complying with the provisions of federal and state law regarding the recruitment, selection, and employment of school district employees. The District shall make reasonable efforts to recruit candidates from diverse backgrounds to enhance the educational experience of students.

Persons subject to criminal record checks and abuse registry checks under this policy include all those recommended for full-time, part-time or temporary employment in the school district, including student teachers, and those contractors and employees of contractors who may have unsupervised contact with students and are subject by law to criminal record, including hate crimes, and abuse registry, report checks prior to or in the course of employment.

The superintendent may request a name and date of birth or fingerprint-supported check of the criminal record of any current employee who has previously undergone a check at any time during the course of the record subject's employment in the capacity for which the original check was required.

The district shall ensure that adults employed in the schools maintained by the district receive orientation, information, or instruction on the prevention, identification, and reporting of child abuse as required by state law. The district will also provide opportunities for parents, guardians, and other interested persons to receive the same information.

The BUUSD will ensure that employees receive training in non-discrimination, bias, and anti-racism as part of the BUUSD onboarding process.

Definitions

1. The term "criminal record" as used in this policy shall have the same meaning as defined in 16 V.S.A. § 252(1).
2. The term "unsupervised" as used in this policy shall have the same meaning as defined in 16 V.S.A. § 252(4).
3. The term "abuse registry" as used in this policy shall include the Vermont Child Protection Registry maintained by the Vermont Department for Children and Families and the Vulnerable Adult Abuse Registry maintained by the Vermont Department of Disabilities, Aging and Independent Living.
4. The terms "employ" or "employment" as used in this policy shall, as the context requires, apply to individuals who are, or are being considered for, full-time, part-time or temporary employment in the school district, including student teachers and those contractors and employees of contractors who may have unsupervised contact with students.

Recruitment

1. The board seeks to strengthen recruitment of educators within historically excluded groups.
2. All personnel will be recruited by the district's administrative staff under the immediate direction of the superintendent.
3. Written or electronic applications will be required of candidates for employment. The application will include a warning to the applicant that falsification of information on the application or during the application process will be grounds for dismissal if the applicant is hired. The district will make reasonable efforts to give equitable access to the application process.
4. After the initial written or electronic application process is complete, applicants selected for an interview will be required to provide a statement identifying any criminal charges brought against the applicant, including the date of each charge, the court where the charge was filed and the disposition of the charge. The statement shall also include a warning to the applicant in bold print that falsification of information or the omission of information on the statement may constitute grounds for dismissal if the applicant is hired. In reviewing a criminal background check, the district will consider issues of historical inequity. Any job offer shall be made contingent on the candidate successfully completing the school district's background check process.

Selection

1. It is the policy of the board to select employees solely on the basis of character, professional qualifications, and critical job requirements. The District shall not consider protected characteristics, like race, religion, national origin, gender, gender identity or sexual orientation, in connection with hiring decisions. Employees will be selected in a manner that does not unlawfully discriminate. The superintendent shall require that all applicants, as a condition of employment consideration, cooperate fully with background investigations, supplying references and releases so the district can contact previous employers. Applicants the superintendent is prepared to recommend for employment will be expected to provide fingerprints, releases, and other information necessary to conduct background investigations. The costs of such checks will be borne by the ~~CHOOSE: prospective employee OR~~ the school district. All offers of employment shall be contingent on the candidate's successful completion of the background investigation process and a finding that the information provided by the applicant during the pre-employment process was accurate, complete, and truthful.
2. The superintendent shall request a criminal record check through the Vermont Criminal Information Center (VCIC) on any candidate the superintendent intends to appoint or is prepared to recommend for appointment. Requests will be made for fingerprint-supported criminal records from the FBI as well as criminal records from the state of Vermont and any state in which the superintendent knows the applicant has resided, or been employed. The superintendent shall maintain such records in accordance with state law.
3. The superintendent shall also request information through any available abuse registry to determine whether there are any substantiated abuse/neglect charges and sex offense against an applicant before appointing or nominating a candidate for employment. The superintendent shall maintain such records in accordance with state law.
4. Employment conditioned on the completion of a background check may be terminated if it is determined that the employee failed to respond truthfully to questions about criminal activity or prior employment. In any event the Superintendent shall forward the information received from VCIC to the person about whom the request was made and inform the person of their rights to challenge the accuracy of the record and to determine the disposition of the record under 16 V.S.A. §§ 255(f), (g).
5. Providing a safe learning environment for students is a primary consideration in district employment decisions. The district will base such decisions on all relevant information.

qualifications, and circumstances. Unfavorable background check information is not an automatic bar to employment, nor is a background check with no unfavorable information a guarantee of employment. However, no person convicted of a sexual offense requiring registration on the Vermont comprehensive sex offender registry shall be employed by the school district or supervisory union.

Appointment

1. The appointment of licensed employees will be made by the board subject to the nomination of candidates by the superintendent of schools.
2. Subject to any pre-employment screening processes approved by the board, the superintendent shall appoint all non-licensed employees to be employed by the school district or supervisory union.
3. Contracts of employment or other notification of employment will be conditional pending receipt of criminal records check information and evaluation of that information.
4. Upon completion of a criminal records check, the superintendent shall:
 1. notify the person subject to the check about the district's protocol for maintenance of criminal history files, and
 2. ask the person subject to the check to indicate if the record should be maintained or destroyed after the retention period specified in the District's user agreement with VCIC.
5. Employees who have been employed for fewer than two years in Vermont public schools are considered probationary teachers and may be offered a probationary contract.
6. All offers of employment may be withdrawn based on the criminal records check report or upon a finding that the information provided by the applicant during the pre-employment process was inaccurate, incomplete, or untruthful.

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

CODE: C 9

**1st Reading: 5/9/2019
2nd Reading: 6/13/2019
Adopted: 6/13/2019**

FEDERAL CHILD NUTRITION ACT WELLNESS POLICY

Purpose

It is the intent of the Barre Unified Union School District (BUUSD) to comply with the local policy requirements of the federal *Child Nutrition and WIC Reauthorization Act of 2004* and *Healthy, Hunger-Free Kids Act of 2010*. In accord with those requirements, this policy has been developed in consultation with parents, representatives of the school food services authority, school administrators, school health professionals and the public.

Policy Statement

It is the policy of the BUUSD to establish goals for nutrition promotion and education, health education, physical education, and physical activity, and other school-based activities that are designed to promote student wellness. With the objective of promoting student health and reducing childhood obesity, the district will also establish nutrition guidelines for all foods available at school during the school day.

1. Goals for Nutrition Promotion and Education.

- a. The BUUSD shall provide nutrition promotion and education programs as required by state law and regulations of the State Board of Education. In particular, the supervisory union shall provide a nutrition component in its Comprehensive Health Education program and shall develop curricular programs intended to accomplish applicable goals enumerated in the National Health Education Standards.
- b. To the extent practicable, nutrition promotion and education shall be integrated into core curricula areas, such as science, health, physical education, and family and consumer science courses.
- c. The BUUSD shall establish meal periods that provide adequate time to eat and are scheduled at appropriate hours in a clean, safe, and adequate space.
- d. Food shall not be used in BUUSD schools as a reward or punishment, except when rewards are part of a student's written IEP, 504, or behavioral plan.
- e. The BUUSD shall provide training opportunities as appropriate for food service and other staff members in areas of nutrition and wellness as described in the Vermont Education Quality of Standards.

2. Guidelines for Health Education

- a. The BUUSD shall enable students to engage annually in rigorous, relevant and comprehensive learning opportunities that allow them to demonstrate proficiency in health education as defined by Vermont state law 16 V.S.A. 131 (EQS rule 2120.5). In particular, the district shall develop curricular programs intended to accomplish the goals enumerated in the National Health Education Standards for all students in grades K-12.

- b. Health Education shall be integrated into core curricula areas, such as science, physical education, and family and consumer science courses.
3. **Goals for Physical Education and Physical Activity.**
 - a. The BUUSD shall provide physical education and adaptive physical education classes for all students as required by Education Quality Standards and 16 V.S.A 2902.
 - b. The BUUSD will provide students with Physical Education, using an age-appropriate, sequential Physical Education program consistent with 2014 SHAPE America National Standards and Grade-Level Outcomes for Physical Education.
 - c. The BUUSD shall provide physical activity opportunities to all students as required by Education Quality Standards and 16 V.S.A 2210.5.
4. **Goals for Other School-Based Activities.**
 - a. The BUUSD shall use evidence-based strategies to determine goals for promoting student wellness.
 - b. The BUUSD shall promote health and wellness by encouraging staff to model healthy eating/drinking behaviors at school, by displaying USDA promotional materials, such as informational posters on school property, by marketing health and wellness on signs, score boards, sports equipment, in curricula, educational materials, both printed and electronic, and through its website. No foods of minimal nutritional value will be advertised on school grounds.
5. **Nutrition Guidelines.**
 - a. Following state law 16 V.S.A. section 1264, the BUUSD shall offer National School Lunch and School Breakfast Programs that meet 7 CRF 210 and 7 CRF 220 and the Healthy, Hunger-Free Kids Act of 2010.
 - b. The BUUSD shall ensure that guidelines for reimbursable school meals are not less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to sections (a) and (b) of section 9A(a) and (b) of the Richard B. Russell National School Lunch Act as those regulations and guidance apply to schools.
 - c. The BUUSD shall ensure that foods and beverages offered at school during the school day other than through the National School Lunch or School Breakfast programs, including foods sold through vending machines and foods sold for fundraising during the school day, shall comply with the USDA Smart Snacks Standards.
6. **Policy Implementation.**
 - a. The superintendent or his or her designee shall periodically monitor BUUSD programs and curriculum to ensure compliance with this policy and any administrative procedures established to carry out the requirements of this policy. The BUUSD shall periodically inform and update the public about the content and implementation of this policy, including the extent to which BUUSD schools are in compliance with this policy, the extent to which this policy compares to model local school wellness policies and a description of the progress made in attaining the goals of this policy.

- b. The BUUSD shall permit parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators and the general public to participate in the development, implementation and periodic review and update of this policy.
- c. The superintendent or his or her designee shall establish ongoing BUUSD health and wellness committee(s) following the Vermont Agency of Education and Vermont Department of Health recommendation evidence-based collaboration approach to learning and health. Information on how to join the committee(s) is available on the supervisory union websites.
- d. The BUUSD health and wellness committee(s) assist the superintendent or his or her designee, at least triennially, in the assessment and/or revision of the wellness policy using best -practice assessment tools, in auditing supervisory union-wide compliance, and in reviewing evidence of student health and learning impact.

The superintendent or his or her designee shall report yearly to the board and to the public on the BUUSD's compliance with law and policies related to student wellness. The report shall include information as to the content and implementation of this policy, and an assurance that BUUSD guidelines for reimbursable meals are not less restrictive than regulations and guidelines issued for schools in accordance with federal law.



Vermont Agency of Education Model Local Wellness Policy

Purpose

It is the intent of the Barre Unified Union School District to comply with all applicable federal and state requirements (as outlined in the [Vermont Local Wellness Policy Guide](#), updated October 2023). In accordance with those requirements, this local wellness policy (LWP) (hereafter referred to as “this policy”) has been developed in consultation with parents, students, school food service program/school food authority personnel, physical education and health education teachers, school board members, school administration, members of the public, and school health professionals, which may include school nurses, school counselors, school-based clinicians, school social workers, or behavioral health professionals.

Definition

For the purpose of this policy, the term “standard(s)” applies to all age and/or grade applicable learning standards.

Policy Statement

It is the policy of the Barre Unified Union School District (hereafter referred to as “District”) to establish goals that are developed to promote student wellness and comprehensive health, and include the following goal areas:

1. Nutrition Promotion and Education
2. Nutrition Services/Guidelines for all foods available on school campus
3. Physical Education and Physical Activity
4. Comprehensive Health Education
5. Other school-based activities to promote student wellness

Goals for Nutrition Promotion and Education

1. Provide nutrition promotion and education programs as required by state law and regulations of the State Board of Education. In particular, the District will provide a nutrition component in its Comprehensive Health Education program and will develop curricular programs intended to accomplish applicable goals enumerated in the Vermont Education Quality Standards.
2. Conduct nutrition promotion and education programs through appropriately licensed staff members.
3. Limit food and beverage marketing to the promotion of only those foods and beverages that meet the USDA Smart Snacks in School nutrition standards on school campus.
4. Integrate nutrition promotion and education into core curricula in areas such as science and family and consumer science courses, to the extent practicable.

Goals for Nutrition Services/Guidelines for All Foods Available on School Campus

1. Provide adequate space for eating and serving school meals.
2. Provide a clean and safe meal environment for students.
3. Establish meal periods that provide adequate time to eat and are scheduled at appropriate hours.
4. Prohibit the use of food in District schools as a reward or punishment.
5. Provide training opportunities, as appropriate for food service and other staff members, in areas of nutrition and wellness.
6. Make free potable water available to children in meal service areas (for schools participating in the National School Lunch and School Breakfast program).
7. Ensure that nutrition services will reference USDA geographic preference rules and seasonal and local agricultural information when planning school meal menus, to the extent practicable.
8. Ensure that guidelines for reimbursable school meals are not less restrictive than regulations and guidance issued by the United States Secretary of Agriculture pursuant to sections (a) and (b) of section 9A(a) and (b) of the Richard B. Russell National School Lunch Act as those regulations and guidance apply to schools.

Nutrition Guidelines

- i. The National School Lunch and School Breakfast Programs will meet the requirements provided in 7 CFR 210 and 7 CFR 220 (National School Lunch Program and School Breakfast Guidelines)
- ii. All foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day will meet the USDA Smart Snacks nutrition standards.
- iii. District fundraisers that occur during the school day will meet the USDA Smart Snack nutrition standards.
- iv. The District is required to establish nutrition guidelines for all other foods provided, but not sold to students during the school day. Foods provided but not sold may include food that is part of a classroom celebration or provided by parents or community organizations free of charge. *[Districts should choose either 1 or 2 below or write their own guidelines.]*
 - (1) It is the policy of the District that, when feasible, food provided but not sold should be limited to those foods that improve the diet and health of students, help mitigate childhood obesity, and model healthy choices.
 - (2) Food provided but not sold will, at minimum, comply with the Smart Snacks Standards.

Goals for Physical Education and Physical Activity

1. Offer opportunities for students in grades K-12 to participate in at least 30 minutes of physical activity within or outside of the school day. Physical activity may include recess and movement built into the curriculum but does not replace physical education classes.

2. Ensure that physical education is designed to enable all students, including those who may need adapted physical education, to engage annually in rigorous, relevant, and comprehensive learning opportunities that allow them to demonstrate proficiency in physical education.
3. Ensure that educator licensure, professional development, and staff and program evaluation complies with state laws and regulations.

Goals for Comprehensive Health Education

1. Ensure the development and delivery of comprehensive health education as required by state law (currently 16 V.S.A. § 131, 16 V.S.A. § 906(3), 16 V.S.A. § 909) and Education Quality Standards Rules (Series 2000), Pupils Rules (Series 4000 as specified), and in coordination with expectations delineated in 16 V.S.A § § 131,132.
2. Consider the promotion and integration of health education throughout the school day and within various curriculum areas in addition to health education courses. This will be done to the extent practicable, under the supervision of the superintendent or designee, and aligned with state rules and standards.
3. Ensure that educator licensure, professional development, and staff and program evaluation complies with state laws and regulations.

Other School-based Activities to Promote Student Wellness

Policy Development, Implementation, and Assessment

The local wellness team will participate in the development, implementation, monitoring, and annual review and update of the LWP in order to prepare annual progress reports and triennial assessments.

Annually, the District will issue a progress report to inform and update the public about the content and implementation of this policy, including the extent to which District schools are in compliance with this policy, the extent to which this policy compares to the model local wellness policies and a description of the progress made in attaining the goals of this policy.

Every three years, the District will conduct an assessment of:

1. How well the District's LWP aligns with the AOE's model LWP,
2. Compliance within the District with regard to its LWP, and
3. Progress made in attaining the goals of the District's LWP.

Administrative Responsibilities

The superintendent or designee will:

1. Convene a local wellness team that includes parents, students, school food service program personnel, physical education and health education teachers, school board members, school administration, members of the public, and school health professionals, which may include school nurses, school counselors, school-based clinicians, school social workers or behavioral health professionals.

2. Periodically monitor District programs and curriculum to ensure compliance with this policy and any administrative procedures established to carry out the requirements of this policy.
3. Provide a report at least annually to the board and to the public on the District's compliance with law and policies related to student wellness and the school nutrition environment. The report shall include information as to the content and implementation of this policy, and an assurance that District guidelines for reimbursable meals are not less restrictive than regulations and guidelines issued for schools in accordance with federal law.
4. Assist in ensuring compliance with the District's LWP including goals for all required components and that evidence-based strategies have been reviewed and considered in the development of those goals.
5. Be responsible for ensuring that the District complies with applicable state law and regulations governing the provision of and access to physical activity, physical education, and comprehensive health education as set forth in 16 V.S.A. § 136, 16 V.S.A. § 906, 16 V.S.A. § 941, and Education Quality Standard Rules (Series 2000).
6. Be responsible for ensuring that schools identify, near or at the beginning of serving lines, what foods constitute unit priced reimbursable meals.
7. Be responsible for ensuring that the District complies with any Administrative Review procedures of the State Educational Agency.
8. Develop a plan to respond to a parent's signed statement that the teaching of disease, its symptoms, development, and treatment, conflicts with the parents' religious convictions. In the case of a student exemption from such instruction, the exempted student shall not be penalized by reason of that exemption.

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

CODE: E 20

1ST READING: 12/13/2023

2ND READING:

ADOPTED:

COMMUNITY USE OF SCHOOL FACILITIES

Barre Unified Union School District (BUUSD) While the recognizes that although the primary purpose of the school facilities is to educate students within this the district, the school board recognizes that the facilities are a valuable community resource. Accordingly, the Superintendent may It is the policy of the BUUSD to make school facilities available to individuals and community groups without discrimination in accordance with this policy, provided the facilities are preserved for regular school activities.

Administrative Responsibilities

1. The superintendent may authorize the Individuals and groups may use school facilities by community members for the following purposes, provided all relevant procedures are followed:
 - a. Meetings by parent-teacher organizations and school booster organizations whose purpose is to support the operations of the schools and the school district;
 - b. Meetings by employees' professional organizations comprised of school district employees;
 - c. Instruction in any branch of education, learning, and the arts;
 - d. Social, civic and recreational meetings, and entertainment, provided the events are open to the public;
 - e. Civic forums and community centers, provided the events are open to the public;
 - f. Recreation, physical training and athletics, including competitive athletic contests for children and adults;
 - g. Private academic tutoring or music lessons;
 - h. Child care programs;
 - i. Meetings, entertainment and occasions where admission fees are charged, when the proceeds are to be spent for an educational or charitable purpose, and the events are open to the public.
 - j. The Boy Scouts of America, Big Sisters of America and Girls Club of America, Future Farmers of America, Girls Scouts of America, Little League Baseball, Inc, and any other group intended to serve youth under the age of 21 listed in Title 36 of the U.S. Code may use of school facilities upon payment of suitable fees and costs according to the district fee schedule.
2. The superintendent shall establish procedures for the use of school facilities by community members, which, at minimum,
 - a. may include reasonable time, place, and manner restrictions on the use of the facilities;
 - b. shall not discriminate based on viewpoint;
 - c. shall include a fee schedule for facilities use;
 - d. shall require all users to demonstrate adequate insurance coverage;
 - e. shall require all users to agree to hold the district harmless from any and all liability resulting from their use of the facilities;
 - f. shall require all users to make clear in announcements and publicity that their events and activities are not sponsored by the school district; and

- g. [OPTION: choose one of the following and delete the other choice once your board decides whether/not to permit possession or use:] shall prohibit possession or use of a firearm or a dangerous or deadly weapon.

OR

shall permit possession or use of a firearm or a dangerous or deadly weapon for instructional or other specific purposes, e.g. gun safety courses or gun shows.

3. The superintendent may deny an application for use of facilities or terminate an individual or group's use for the following reasons:
- a. Uses that are likely to cause a material and substantial disruption to school operations;
 - b. Events and meetings promoting or sponsored by a political party;
 - c. Political campaign events by someone running for office;
 - d. Uses that interfere with school district maintenance and repair of facilities;
 - e. Uses that could damage special equipment in the facilities;
 - f. Uses that could reasonably be expected to or actually do give rise to a riot or public disturbance;
 - g. Events or meetings of private for-profit entities;
 - h. Events at which fees are charged for profit;
 - i. Uses where alcoholic beverages or unlawful drugs are sold, distributed, consumed, promoted or possessed; and
 - j. any other Uses prohibited by law.

The Boy Scouts of America, Big Sisters of America, Boys and Girls Clubs of America, Future Farmers of America, Girl Scouts of America, Little League Baseball, Inc. and any other group intended to serve youth under the age of 21 listed in Title 36 of the U.S. Code may use school facilities upon payment of suitable fees and costs according to the district fee schedule.

The superintendent may place reasonable time, place, and manner restrictions on the use of facilities.

The superintendent shall set a fee schedule and shall administer it in a manner that does not discriminate based on viewpoint. All users shall be required to demonstrate adequate insurance coverage and shall agree to hold the district harmless from any and all liability resulting from their use of the facilities. All users shall be required to make clear in all announcements and publicity that their events and activities are not sponsored by the school district.

The superintendent may allow individuals and groups to use special equipment, such as audiovisual equipment, provided that the group uses an operator of the equipment who is approved by the superintendent.

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

CODE: F 20

1ST READING: 12/13/2023

2ND READING:

ADOPTED:

**FISCAL MANAGEMENT AND GENERAL FINANCIAL
ACCOUNTABILITY**

Statement of Policy

It is the policy of the Barre Unified Union School District (BUUSD) (~~Barre Town Middle and Elementary School, Barre City Elementary and Middle School, and Spaulding High School~~) to manage its financial affairs in a lawful, responsible and transparent manner. As trustee of local, state and federal funds allocated for use in public education, the Board shall fulfill its responsibility to see that funds are used to achieve the purposes intended, using generally accepted accounting practices, providing appropriate accountability, and assuring compliance with guidelines published by the Agency of Education.

Administrative Responsibilities

The superintendent or designee shall develop procedures and/or assist the board to: With the advice and consent of the Auditor of Accounts and the Secretary of Education, the Superintendent shall establish and maintain an accrual system of accounting for the proper control and reporting of school district finances and for stating the financial condition of the School Districts.

1. Establish and maintain a system for receipt, deposit, disbursement, accounting, control, and reporting procedures that meets the Generally Accepted Accounting Principles (GAAP) for state and local governments and will follow, at a minimum, the code structure contained in the Handbook for Financial Accounting of Vermont School Systems: Financial Code Classification system.
2. Examine claims against the district for school expenses and draw orders for the payment of those claims.
3. Establish, with the advice and consent of the Auditor of Accounts and the Vermont Secretary of Education, a system of accounts for the proper control and reporting of school district finances and for stating the annual financial condition of the district.
4. Arrange an annual audit of accounts by a certified public accountant. The Board shall review the final audit.
5. Provide suitable crime insurance coverage or bonding for employees handling large sums of money, for any school directors authorized to receive or disburse funds, and for the collector, or treasurer, or both.
6. Maintain inventories of supplies, materials, and instructional equipment to be presented to the board annually.
7. Follow the bidding requirements set out in 16 V.S.A. §559.
8. Establish a system for managing miscellaneous accounts such as fees, fines, penalties, book losses, breakage and sale of equipment and materials. At the school level, the principal will be responsible for overseeing all student accounts.
9. Ensure that the Board is aware of any material deviations from the budget.
10. Provide the Board with financial reports at least quarterly, and as requested. The reports will provide the Board with the information needed to assure focused and responsible management of financial resources, including but not limited to:
 - a. Appropriation Accounts
 - i. Original appropriation
 - ii. Authorized transfers and adjustments
 - b. Revised appropriations
 - i. Expenditures to date
 - ii. Outstanding encumbrances

- iii. Unencumbered balance
- c. Revenue Accounts
 - i. Estimated revenues
 - ii. Amounts received to date
 - iii. Revenues estimated to be received during the balance of the fiscal year

Guidelines

1. ~~The approved budget will be the spending plan for the year. The Superintendent or his or her designee is authorized to make commitments in accordance with the budget appropriations in amounts not to exceed \$40,000. Individual expenditures in excess of that amount, or expenditures of over \$15,000 not planned for in the budget, require approval by the Board. Required expenses, such as special education expenses in accordance with the approved IEP or 504 plan, are not subject to Board approval. The Superintendent shall assure that the district does not materially deviate from the approved spending plan, and shall notify the Board of significant overages in spending or significant reduction in revenue that might threaten adherence to the annual budget plan for the year.~~
2. ~~The Superintendent or designee shall arrange with the BUUSD Board an annual audit of accounts by a certified public accountant.~~
3. ~~The Superintendent shall be responsible for establishing a system of appropriate internal controls for the handling of all financial obligations and all funds and accounts.~~
4. ~~The Superintendent or designee shall provide regular information to the board regarding the status of the organization relative to expenses and revenues according to a schedule established by the Board.~~
5. ~~The Board shall, annually, authorize the Superintendent or his/her designee to “examine claims against the district for school expenses and draw orders for such as shall be allowed by it payable to the party entitles thereto.”~~
6. ~~The bidding requirements of 16 V.S.A. §559 will be followed by the Board and its designees.~~

**BARRE UNIFIED UNION SCHOOL DISTRICT #97
POLICY**

CODE: F 23

1st READING: 12/13/2023

2nd READING:

ADOPTED:

CAPITALIZATION OF ASSETS

Statement of Policy

It is the policy of the ~~In order to provide for the proper control and conservation of Barre Unified Union School District (BUUSD) to account for and control all capital assets under the District's control. property~~ as well as proper accounting for financial reporting purposes, the Superintendent or his or her designee shall maintain a schedule of capitalized assets reported in conjunction with BUUSD's annual audit.

Definitions

1. **Capital Assets -**
 - a. Tangible or intangible assets used in operations and having a useful life of more than one year, including (i) land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, exchange, or through a lease accounted for as financed purchase under Government Accounting Standards Board (GASB) standards or a finance lease under Financial Accounting Standards Board (FASB) standards; and (ii) additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance).
 - b. Capital assets do not include intangible right-to-use assets (per GASB) and right-to-use operating lease assets (per FASB). For example, assets capitalized that recognize a lessee's right to control the use of property and/or equipment for a period of time under a lease contract.
2. **Estimated Useful Life - an estimate of the time period that an asset can be used for the purpose for which it was intended.**

Implementation Administrative Responsibilities

1. The superintendent or designee shall maintain a schedule of capital assets reported in conjunction with the annual audit. Capitalization of assets, inclusive of computing devices, equipment, general purpose equipment, information technology systems, special purpose equipment and supplies;
2. Capitalization occurs when all of the following criteria are met:
 1. The asset is tangible and complete. Construction in progress is capitalized but not depreciated until construction is completed;.
 2. The asset is used in the operation of the district's activities;.
 3. The asset has a value and useful life at the date of acquisition that meets or exceeds the following;
 - a. A value of \$5,000 individual component value and one year of useful life.
 - b. All buildings and land must be reported regardless of value and useful life at the date of acquisition.
 - c. **[OPTIONAL]** If a group of assets acquired at the same time represents a significant asset for the district but do not meet the threshold for capitalization

individually, the group assets should be capitalized according to the thresholds set out above.

3. Assets acquired through donation ~~will~~ shall be recorded at their estimated fair market value on the date of donation and capitalized according to the above criteria ~~above~~.
4. Annual depreciation ~~will~~ shall be charged in equal amounts over the estimated useful lives of all capital assets. The superintendent or designee shall assign the assets' estimated useful life ~~will be assigned by management~~ in accordance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) rulings.

Legislative Breakfast Process - 7:00-9:00 am - SHS Cafeteria

- Board provides 3-4 dates in January which work for the majority
- BUUSD sends a poll to legislators with chosen dates
- Date selected will be the one with majority of legislators in attendance
- Once the date is chosen, BUUSD will reach out to SHS food service (Lexington) to set up food/space request
- Google invites will be sent out to Legislators, Board Members, and District/Building Administrators.
- An agenda will be created by BUUSD
- A topic sheet will be created by BUUSD and shared with Board Members and District/Building Administrators. Please plan to add any topics you would like to discuss with legislators.
- Meeting will be warned and the agenda and topic sheet will be distributed a few days prior to the meeting.
- Besides a great breakfast it's an opportunity to discuss topics which are important to you with your legislators.

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

CODE: A1

**1ST READING: 11/8/2023
2ND/FINAL READING: 11/29/2023
ADOPTED:**

BOARD MEMBER CONFLICT OF INTEREST

Statement of Policy

It is the ethical and legal duty of all Barre Unified Union School District (BUUSD) Board members to avoid conflicts of interest as well as the appearance of conflicts of interest.

Definitions

1. **Conflict of interest** a situation when a board member's private interests, as distinguished from the board member's interest as a member of the general public, would benefit from or be harmed by his or her actions as a member of the board.

Administrative Responsibilities

The Board and its members will adhere to the following recommended standards.

1. A board member shall not give the appearance that they would represent special interests or partisan politics for personal gain.
2. A board member shall not give the appearance that they have the authority to make decisions or take action on behalf of the Board or the school administration.
3. A board member shall not use their position on the Board to promote personal financial interests or the financial interests of family members, friends or supporters.
4. A board member shall not solicit or accept anything of value in return for taking particular positions on matters before the Board.
5. A board member shall not give the appearance that their position on any issue can be influenced by anything other than a fair presentation of all sides of the question.
6. Board members shall be familiar with, and adhere to, those provisions of Vermont education law that define school board powers and govern board member compensation and public bidding processes.
7. When a board member becomes aware that they are in a position that creates a conflict of interest or the appearance of a conflict of interest as defined in state law or this policy, they shall declare the nature and extent of the conflict or appearance of conflict for inclusion in the board minutes, and shall abstain from voting or participating in the discussion of the issue giving rise to the conflict.
8. When a conflict of interest claim against a board member is brought to the board in writing and is signed by another board member or a member of the public, and the board member against whom the claim is made does not concur that a conflict in fact exists, the following board procedures shall be followed.
 - a. Upon a majority vote of the remaining board members, or upon order of the chair, the board shall hold an informal hearing on the conflict of interest claim, giving both the board member and the person bringing the claim an opportunity to be heard.
 - b. At the conclusion of the informal hearing, the remaining board members shall determine by majority vote whether to:
 - i. Issue a public finding that the conflict of interest charge is not supported by the evidence and is therefore dismissed;
 - ii. Issue a public finding that the conflict of interest charge is supported by the evidence and that the member should disqualify themselves from voting or otherwise participating in the board deliberations or decision related to that issue, as required by Vermont statute; and/or

- iii. Issue a public finding that the conflict of interest charge is supported by the evidence and the board member should be formally censured or subjected to such other action as may be allowed by law.