

**Addendum**  
**BUUSD Board Meeting**  
**December 13, 2023**

# BARRE UNIFIED UNION SCHOOL DISTRICT

## NEW HIRE NOTIFICATION FORM

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

Date Received by Central Office:

11-20-23

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

Name: Amber Charbonneau Location: BTMES

Submission Date: 11/17/2023 Administrator Action/Checklist Complete: ☒ Y ☐ N

Position: Prek Classroom Teacher Grade (If Applicable): Prek

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

Hours Per Day: 7 Scheduled Hours: 7:30 a.m. to 3:00 p.m.

Account Code: 101.1020.01.11.0.1101.51110

Replacement? ☒ Y ☐ N

If Yes, For Whom? Heather Battistoni Salary Rate: \$ 73,482.00

Administrator Approval: [Signature] Signature Date: 11/17/23

**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: 3 Step: B15 Salary Placement: \$ 4

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

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

Days Per Year: 190 Salary: \$ 50,927 Contract Days: 109  
*Pro-rated \$29,216.02* *Pro-rated 11/24*

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

[Signature] Dec 11, 2023

Superintendent and/or HR Director Approval Signature Date

# Amber Charbonneau

## EDUCATION

Bachelor of Science  
Graphic Design  
New England Institute of Art  
Brookline, MA  
2004-2007

New England College  
Henniker, NH  
2002-2004

Spaulding High School  
Class of 2002

## SKILLS

Great Intuition with Children  
Great Communication Skills  
Positive Attitude  
Team Player  
Adaptable and Quick to Learn  
Multitasking  
Attention to Detail  
Patience  
Organized and Creative  
Time Management Skills

## CERTIFICATIONS

CPR & First Aid Certification

Numerous Childcare classes  
to keep registration in  
good standing.  
Available upon request.

Actively working towards  
obtaining a teaching license  
through the VHEC licensure  
program.

## ABOUT ME

I have worked as a Preschool Teacher for 3 years in the 3 & 4 year old classroom at St. Monica - St. Michael School. I worked 8 years as a Registered Home Childcare Provider with children from birth to 9 years old. I managed my own business and worked with parents to enthusiastically provide children a safe and educational place to learn and grow. With a strong art background, I have used many creative ways to keep students engaged. I am passionate about continuing to work with children and continuing to grow as a teacher.

## EXPERIENCE

### *Preschool Teacher, 2021 - Current*

- Manage 3 & 4 year old classroom.
- Create a nurturing environment, focused on play to learn and grow. Use music and art to create fun learning experiences.
- Create my own curriculum based on VELs and student interests.
- Communicate with parents in person and digitally.
- Assessments based on VELs.
- Training an aide and collaborating with the other Preschool Teacher.

### *Registered Home Childcare, 2013 - 2021*

- Creating a warm, nurturing atmosphere for children to grow.
- Maintaining a respectful classroom.
- Provide students with lessons that peak their interest and build on social, emotional and developmental skills based on their appropriate ages and stages.
- Lessons through hands on learning with art, music, nature, books and play to strengthening their curiosity and interest.
- Motivate children to develop routines and personal responsibility.
- Managing children's files and updating according to Childcare Regulations.
- Develop strong lasting relationships with children and parents. Meet and communicate with parents regularly.
- Comply with the State of Vermont Rules and Regulations for Childcare and the Capstone Food Program.

### *Lbrown & Sons Printing, 2008-2013*

- Graphic Designer, responsible for creating print materials, working closely with clients and production team to create print pieces.

## 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.)

# The Vermont Statutes Online

The Vermont Statutes Online have been updated to include the actions of the 2023 session of the General Assembly.

NOTE: The Vermont Statutes Online is an unofficial copy of the Vermont Statutes Annotated that is provided as a convenience.

## **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.)

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## **Title 32 : Taxation and Finance**

### **Chapter 003 : Fiscal Officers and Commissions**

#### **Subchapter 003 : Auditor of Accounts**

(Cite as: 32 V.S.A. § 163)

#### **§ 163. Duties of the Auditor of Accounts**

In addition to any other duties prescribed by law, the Auditor of Accounts shall:

(1) Annually perform or contract for:

(A) an audit of the basic financial statements of the State of Vermont;

(B) the financial and compliance audits of the State of Vermont's federal programs as required by federal law, except that this audit requirement shall not apply to the University of Vermont or the Vermont State Colleges; and

(C) at his or her discretion, governmental audits as defined by governmental auditing standards issued by the U.S. Government Accountability Office (GAO) of every department, institution, and agency of the State, including trustees or custodians of retirement and other trust funds held by the State or any officer or officers of the State, and also including every county officer who receives or disburses funds of the State or for the benefit of the State or any county.

(2) In his or her discretion, conduct a continuing post audit of all disbursements made through the Office of the Commissioner of Finance and Management or the Office of the State Treasurer, including disbursements to a municipality, school supervisory union, school district, or county.

(3)(A) Prominently post and retain on his or her official State website, and update at least annually, the following information:

(i) All reports that result from audits conducted under subdivision (1) of this section.

(ii) [Repealed.]

(iii) A summary of all embezzlement convictions and false claim convictions as described in 13 V.S.A. § 3016 against any agency or department of the State since July 1, 2007. The summary shall include the names of all persons convicted of those offenses.

(B) Periodically follow up on the Auditor's recommendations contained in audit reports arising from audits conducted under subdivision (1) of this section for up to three years from the date of the audit report.

(4)(A)(i) From time to time, as audits are completed, report his or her audit findings first to the Speaker of the House of Representatives and the President Pro Tempore of the Senate, then to the Governor, the Secretary of Administration, the Commissioner of Finance and Management, and the head of the department, institution, or agency covered by the report.

(ii) The audit reports shall be public records.

(B)(i) Draft audit reports, working papers, correspondence, and other materials relied on by the Auditor of Accounts to produce the draft audit report shall be confidential and exempt from public inspection and copying under the Public Records Act until the audit is completed but shall be provided to the audited entity upon request unless the record is exempt from public inspection and copying under another provision of law.

(ii) Draft audit reports, working papers, correspondence, and other materials received by an audited entity prior to completion of the audit shall remain confidential until completion of the audit, and shall not be further disclosed by the audited entity until completion of the audit.

(5) Make special audits of any department, institution, and agency as the Governor may from time to time require.

(6) [Repealed.]

(7) Subject to the provisions of 3 V.S.A. chapter 13, employ and set the compensation of such assistants, clerical or otherwise, as he or she deems necessary for the proper and efficient administration of his or her office. However, he or she shall not expend or authorize expenditure of funds for his or her office in excess of the amount appropriated for his or her office in any fiscal year.

(8) Require all State departments and agencies to file with the Auditor of Accounts all audit reports and reports of findings and recommendations received as a result of audits and examinations conducted by or for any federal agency.

(9), (10) [Repealed.]

(11)(A) Make available to all counties, municipalities, and supervisory unions as defined in 16 V.S.A. § 11(23) and supervisory districts as defined in 16 V.S.A. § 11(24) a document designed to determine the internal financial controls in place to ensure proper use of all public funds.



(i) The Auditor shall consult with the Vermont School Boards Association, the Vermont Association of School Business Officials, and the Vermont League of Cities and Towns in the development of the document.

(ii) The Auditor shall strive to limit the document to one letter-size page.

(B) The Auditor shall also make available to public officials charged with completing the document instructions to assist in its completion.

(12) Make available to county, municipal, and school district officials with fiduciary responsibilities an education program related to those responsibilities, as resources permit. (Added 1959, No. 328 (Adj. Sess.), § 17; amended 1967, No. 91, § 1; 1969, No. 219 (Adj. Sess.), §§ 2, 4, eff. March 27, 1970; 1971, No. 32, eff. July 1, 1971; 1977, No. 146 (Adj. Sess.), § 4; 1983, No. 195 (Adj. Sess.), § 5(b); 1985, No. 122 (Adj. Sess.), § 1, eff. April 17, 1986; 1999, No. 159 (Adj. Sess.), § 15; 2003, No. 67, § 13c; 2005, No. 184 (Adj. Sess.), § 15; 2007, No. 121 (Adj. Sess.), §§ 23, 32; 2011, No. 155 (Adj. Sess.), § 23; 2013, No. 108 (Adj. Sess.), § 2, eff. April 22, 2014; 2019, No. 104 (Adj. Sess.), § 1.)

# The Vermont Statutes Online

## Title 16 : Education

### Chapter 021 : Maintenance Of Public Schools

(Cite as: 16 V.S.A. § 822a)

#### § 822a. Public high school choice

(a) Definitions. In this section:

(1) "High school" means a public school or that portion of a public school that offers grades 9 through 12 or some subset of those grades.

(2) "Student" means a student's parent or guardian if the student is a minor or under guardianship and means a student himself or herself if the student is not a minor.

(b) Limits on transferring students. A sending high school board may limit the number of resident students who transfer to another high school under this section in each year; provided that in no case shall it limit the potential number of new transferring students to fewer than five percent of the resident students enrolled in the sending high school as of October 1 of the academic year in which the calculation is made or 10 students, whichever is fewer; and further provided that in no case shall the total number of transferring students in any year exceed 10 percent of all resident high school students or 40 students, whichever is fewer.

(c) Capacity. On or before February 1 each year, the board of a high school district shall define and announce its capacity to accept students under this section. The Secretary shall develop, review, and update guidelines to assist high school district boards to define capacity limits. Guidelines may include limits based on the capacity of the program, class, grade, school building, measurable adverse financial impact, or other factors, but shall not be based on the need to provide special education services.

(d) Lottery.

(1) Subject to the provisions of subsection (f) of this section, if more than the allowable number of students wish to transfer to a school under this section, then the board of the receiving high school district shall devise a nondiscriminatory lottery system for determining which students may transfer.

(2) Subject to the provisions of subsection (f) of this section, if more than the allowable number of students wish to transfer from a school under this section, then the board of the sending high school district shall devise a nondiscriminatory lottery system for determining which students may transfer; provided, however:

(A) a board shall give preference to the transfer request of a student whose request to transfer from the school was denied in a prior year; and

(B) a board that has established limits under subsection (b) of this section may choose to waive those limits in any year.

(e) Application and notification.

(1) A high school district shall accept applications for enrollment until March 1 of the school year preceding the school year for which the student is applying.

(2) A high school district shall notify each student of acceptance or rejection of the application by April 1 of the school year preceding the school year for which the student is applying.

(3) An accepted student shall notify both the sending and the receiving high schools of his or her decision to enroll or not to enroll in the receiving high school by April 15 of the school year preceding the school year for which the student has applied.

(4) After sending notification of enrollment, a student may enroll in a school other than the receiving high school only if the student, the receiving high school, and the high school in which the student wishes to enroll agree. If the student becomes a resident of a different school district, the student may enroll in the high school maintained by the new district of residence.

(5) If a student who is enrolled in a high school other than in the school district of residence notifies the school district of residence by July 15 of the intent to return to that school for the following school year, the student shall be permitted to return to the high school in the school district of residence without requiring agreement of the receiving district or the sending district.

(f) Enrollment.

(1) An enrolled nonresident student shall be permitted to remain enrolled in the receiving high school without renewed applications in subsequent years unless:

(A) the student graduates;

(B) the student is no longer a Vermont resident; or

(C) the student is expelled from school in accordance with adopted school policy.

(2) A career technical education (CTE) center serving the region in which a receiving high school district is located shall be the CTE center in which a nonresident student under this section is eligible to enroll. The nonresident student shall be eligible to use any transportation the district provides for resident students attending the CTE center.

(g) Tuition and other costs.

(1) Unless the sending and receiving schools agree to a different arrangement, no tuition or other cost shall be charged by the receiving district or paid by the sending district for a student transferring to a different high school under this section; provided, however, a sending high school district shall pay special education and career technical education costs for resident students pursuant to the provisions of this title.

(2) A student transferring to a different high school under this section shall pay no tuition, fee, or other cost that is not also paid by students residing in the receiving district.

(3) A district of residence shall include within its average daily membership any student who transfers to another high school under this section; a receiving school district shall not include any student who transfers to it under this section.

(h) Special education. If a student who is eligible for and receiving special education services chooses to enroll in a high school other than in the high school district of residence, then the receiving high school shall carry out the individualized education program, including placement, developed by the sending high school district. If the receiving high school believes that a student not on an individualized education program may be eligible for special education services or that an existing individualized education program should be altered, it shall notify the sending high school district. When a sending high school district considers eligibility, development of an individualized education program, or changes to a program, it shall give notice of meetings to the receiving high school district and provide an opportunity for representatives of that district to attend the meetings and participate in making decisions.

(i) Suspension and expulsion. A sending high school district is not required to provide services to a resident student during a period of suspension or expulsion imposed by another high school district.

(j) Transportation. Jointly, the superintendent of each supervisory union shall establish and update a statewide clearinghouse providing information to students about transportation options among the high school districts.

(k) Nonapplicability of other laws. The provisions of subsections 824(b) and (c) (amount of tuition), 825(b) and (c) (maximum tuition rate), and 826(a) (notice of tuition change) and section 836 (tuition overcharge and undercharge) of this chapter shall not apply to enrollment in a high school pursuant to this section.

(l) Waiver. If a high school board determines that participation under this section would adversely affect students in its high school, then it may petition the Secretary for an exemption. The Secretary's decision shall be final.

(m) Report. Notwithstanding 2 V.S.A. § 20(d), the Secretary shall report annually in January to the Senate and House Committees on Education on the implementation of public high school choice as provided in this section, including a quantitative and qualitative evaluation of the program's impact on the quality of educational services available to students and the expansion of educational opportunities. (Added 2011, No. 129 (Adj. Sess.), § 34; amended 2013, No. 56, § 4, eff. May 30, 2013; 2013, No. 92 (Adj. Sess.), §§ 97, 302, eff. Feb. 14, 2014.)

## BUUSD BUDGET 2024-25 -PROPOSED &amp; ESTIMATED 12/7/23

**Comparative Tax Rate Calculations**  
**USING \$700,000 TOWARD REVENUE**

	<b>FY2024</b>	<b>FY2025</b>	
<i>Total BUUSD Expenses</i>	<b>55,615,633</b>	<b>58,921,430</b>	5.94%
	<b>MINUS</b>	<b>MINUS</b>	
<i>Less Local Revenues</i>	<b>15,970,237</b>	<b>15,200,486</b>	
	<b>EQUALS</b>	<b>EQUALS</b>	
<i>Education Spending</i>	<b>39,645,396</b>	<b>43,720,944</b>	10.3%
	<b>DIVIDE BY</b>	<b>DIVIDE BY</b>	
<i>LTWADM - 12/5/23</i>	<b>2,205.25</b>	<b>3,734.48</b>	<b>1,529.23</b>
	<b>EQUALS</b>	<b>EQUALS</b>	
<i>Education Spending per LTWADM</i>	<b>17,978</b>	<b>11,707</b>	-34.9%
	<b>DIVIDE BY YIELD</b>	<b>DIVIDE BY YIELD</b>	
<i>EdSpend/\$9,452 (property yield)</i>	<b>116.413%</b>	<b>123.861%</b>	
	<b>TIMES</b>	<b>TIMES</b>	
<i>District Tax Rate</i>	<b>1.00</b>	<b>1.00</b>	
	<b>EQUALS</b>	<b>EQUALS</b>	
<i>District Tax Rate-capped at 5%</i>	<b>1.1641</b>	<b>1.2386</b>	1.22
	<b>TIMES</b>	<b>TIMES</b>	
<i>District's Pupil %</i>	<b>100%</b>	<b>100%</b>	
	<b>EQUALS</b>	<b>EQUALS</b>	
<i>BUUSD Tax Rate</i>	<b>1.1641</b>	<b>1.2200</b>	<b>1.22</b>
	<b>DIVIDE BY</b>	<b>DIVIDE BY</b>	
<i>Barre City CLA,</i>	<b>82.76%</b>	<b>82.76%</b>	
	<b>EQUALS</b>	<b>EQUALS</b>	
<b>Barre City Homestead Rate</b>	<b>1.4066</b>	<b>1.4741</b>	\$ 0.068

	<b>FY2024</b>	<b>FY2025</b>	
<i>Total BUUSD Expenses</i>	<b>55,615,633</b>	<b>58,921,430</b>	
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<i>Education Spending</i>	<b>39,645,396</b>	<b>43,720,944</b>	
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<i>EdSpend/\$9,452 (property yield)</i>	<b>116.41%</b>	<b>123.86%</b>	
<i>District Tax Rate</i>	<b>1.00</b>	<b>1.00</b>	
<i>District Tax Rate-capped at 5%</i>	<b>1.1641</b>	<b>1.2386</b>	1.22
<i>District's Pupil %</i>	<b>100%</b>	<b>100%</b>	
<i>BUUSD Tax Rate</i>	<b>1.1641</b>	<b>1.2200</b>	<b>1.22</b>
<i>Barre Town CLA,</i>	<b>95.87%</b>	<b>95.87%</b>	
<b>Barre Town Homestead Rate</b>	<b>1.2143</b>	<b>1.2726</b>	\$ 0.058

12/7/2023