

**BARRE UNIFIED UNION SCHOOL DISTRICT  
BOARD MEETING**

May 8, 2024 at 6:00 p.m.

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

**Virtual Option:** Click this link to join the meeting remotely:

Meeting ID: [meet.google.com/vxi-arvi-mgb](https://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**

1. Call to Order
2. Pledge and Mindfulness Moment
3. Additions or Deletions with Motion to Approve the Agenda
4. FY25 Budget Informational Meeting
5. Comments for Items Not on the Agenda
  - 5.1. Public Comment
  - 5.2. Student Voice
6. Consent Agenda
  - 6.1. Approval of Special Meeting Minutes - April 4, 2024 and April 18, 2024
  - 6.2. Approval of Regular Meeting Minutes - April 10, 2024
  - 6.3. Approval of New Hires
  - 6.4. Administrator Resignation Approvals
  - 6.5. Teacher Appreciation Breakfast Approval
7. Current Business
  - 7.1. Warrant Approval: [April 11, 2024](#), [April 18, 2024](#), [April 24, 2024](#)
8. Old Business
  - 8.1. Superintendent Search Committee Update
  - 8.2. Second and Final Reading Employee Unlawful Harassment (B5)
  - 8.3. Second and Final Reading Fiscal Management and General Financial Accountability (F20)
  - 8.4. Second and Final Reading Capitalization of Assets (F23)
  - 8.5. Board Retreat
9. Round Table
10. Future Agenda Items
11. Next Meeting Dates: May 22, 2024, Spaulding High School Library/via Google Meet  
June 12, 2024, Spaulding High School Library/via Google Meet
12. Executive Session
  - 12.1. Administration Contract Approvals 1 V.S.A. § 313 (A)
13. Adjournment

### **PARKING LOT OF ITEMS**

- A. School Board Committees [Action Memo - Sonya]
- B. Recruit Recording Secretary [added by Alice April 10 - Action Memo Needed]
- C. Legal Information Requested [added by Nancy April 10 - Action Memo Needed]
- D. Action Memo (added by Nancy March 2024)
- E. Reading/Math Interventionist presentation regarding Test Scores (added Feb. 2024)
- F. Discussion w/staff regarding student behaviors (added Feb. 2024)
- G. Community Building (added by Mrs. Spaulding Dec. 20)
- H. Procedures and Processes and How Behavior Issues are Reported (added by Mr. Boutin Oct. 25)
- I. Follow up on Middle School Athletic Program (Quarterly)(added by Mrs. Spaulding Oct. 25)
- J. Procedures for F3 & F4 Policies (added by Mrs. Leclerc Oct. 11)
- K. Consolidation of Buildings (Articles 3 & 4) (November)
- L. 5-Year Capital Plan (Ongoing)
- M. SHS Athletic Fields (Ongoing)
- N. Board Member Participation in Exit Interviews (added by Mr. Boutin, June 2023)
- O. Enrollment/Home Study (Quarterly: Nov., Jan., Apr. and June)
- P. CIA Plan Update (Quarterly: Nov., Jan., Apr. & June)
- Q. Special Education Staff/Child Count Data Report (Quarterly Nov/Jan/April/June)
- R. Discipline Data (Quarterly Nov/Feb/April/June)
- S. Behavior Committee (added by Mr. Boutin Nov. 29)

### **ITEMS FOR COMMITTEES (Items have been added to parking lots on committee agendas)**

### **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



**ACTION ITEM BRIEFING MEMO**  
**BUUSD BOARD AGENDA ITEM**  
**BOARD AGENDA: May 8, 2024**

**Agenda Section/Item No (please add item # below)**

**Consent - Item No: 6    Discussion - \_\_\_\_\_    Action - Item No: 6.1, 6.2, 6.3, 6.4, 6.5**

**AGENDA ITEM DESCRIPTION:**

**Item 6**

**6.1** Approve special meeting minutes from April 4 & 18, 2024.

**6.2** Approve regular meeting minutes from April 10, 2024

**6.3** Approve New Hires - Approval to hire (G. Ulrich, C. Cate, K Grimes, J. Macri, A. Mills)

**6.4** Administrator Resignation Approvals (Additional Action Memo attached from Alice)

**6.5** Teacher Appreciation Breakfast Approval

**SUBMITTING STAFF PERSON or BOARD MEMBER:**

Superintendent, Alice Farrell and Michael Boutin

**BACKGROUND/SUPPLEMENTAL INFORMATION:** All document are in the packets

**LINK(S):**

**ATTACHMENTS:**

**RECOMMENDED ACTION/MOTION:** Motion to approve 6.1-6.5 of the Consent Agenda.

# DRAFT

## BARRE UNIFIED UNION SCHOOL DISTRICT SPECIAL BOARD MEETING

~~Spaulding High School Library~~ and Via Video Conference – Google Meet  
April 4, 2024 - 6:00 p.m.

### MINUTES

#### **BOARD MEMBERS PRESENT:**

Michael Boutin (BC) – Chair  
Giuliano Cecchinelli, II (BC) – Vice Chair  
Sonya Spaulding (BC)- Clerk  
Emily Reynolds (BT)  
Garrett Grant (BC)  
Alice Farrell (BT)  
Catherine Whalen (BT)  
Nancy Leclerc (At-Large)

#### **BOARD MEMBERS ABSENT:**

Terry Reil (BT)

#### **ADMINISTRATORS PRESENT:**

Carol Marold, Director of Human Resources

#### **GUESTS PRESENT:**

Tracy Wrend      Paul Malone

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

**The Chair, Mr. Boutin called the Thursday, April 4, 2024, Special meeting to order at 6:00 p.m., which was held via video conference due to incimate weather.**

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

Modification - Executive Session change 4.1 Contracts VSA 313 A (1) (a)

**Mr. Cecchnelli made a motion to approve the agenda with 4.2 Contracts VSA 313 A (1) added to Executive Session, seconded by Mrs. Spaulding. Motion passed 6 to 1.**

Mr. Cecchinelli, Mrs. Spaulding, Ms. Reynolds, Mr. Grant, Mrs. Farrell, and Mrs. Whalen - Approved the motion.  
Mrs. Leclerc voted against the motion.

#### **3. Current Business**

##### **3.1 Superintendent Search**

Tracy Wrend, consultant for VSBA provided information on how the superintendent search process works This is her 1st superintendent search but she has extensive experience facilitating administrator searches for multiple types of leadership positions in Vermont. She has been a participant in superintendent searches. Extensive experience with Boards in a role of superintendent and as consultant and someone who supports Board development. She will have full access to resources from VSBA and the ability to collaborate with other search consultants working for VSBA in Vermont.

Plan is to support the board with a process that reflects our values, priorities, and leads to an agreement between us and a really great candidate. Tonight's goal, background information about superintendent searches will be provided to support making some preliminary decisions which will impact our direction going forward and impact our search timeline.

Overview of search process:

- Draft timeline, Roles and Responsibilities, and Agreement on how we work together in the search process.
- Resources: Potential posting and committee charge
- Executive Session to discuss Superintendent salary
- Approve posting, committee charge, and committee structure in that charge.
- Identify next steps for possible Board work next week.

Part I: Goal is usually to hire a superintendent by the end of February, early March. One piece of information to know as we're thinking about going into a superintendent search beginning in April and needing replacement by July 1.



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Part II: There's not really a pool of retired superintendents who are willing to fill in positions. The retirement system in Vermont doesn't support candidates working as interim superintendents while receiving retirement benefits. Salaries are higher in other states. Best time to attract a large pool of superintendents has passed. Law, policy, and regulations can all be impacted without a superintendent in place by July 1.

Part III: A document was shared titled "Board and Search Committee Protocols and Agreements"

Tracy went through each numbered item with the Board members. Preference tonight is to ask if Board members can support these norms. Committee members once chosen will be asked as well.

**Motion made by Ms. Reynolds, seconded by Mrs. Spaulding to accept these norms as we deal with Tracy Wrend in the process. Motion passed 6 to 1 to accept the norms as presented.**

Discussion ensued about allowing the Board more time to review these and how a norm might affect a person's voice on the committee.

**Mr. Cecchinelli called the question, seconded by Mrs. Spaulding. Motion passed 5 to 2 to move forward without further discussion**

Mr. Cecchinelli, Mrs. Spaulding, Ms. Reynolds, Mr. Grant, and Mrs. Farrell - Approved the motion.

Mrs. Leclerc and Mrs. Whalen voted against the motion.

**Motion passed 6 to 1 to accept the norms as presented.**

Mr. Cecchinelli, Mrs. Spaulding, Ms. Reynolds, Mr. Grant, Mrs. Whalen and Mrs. Farrell - Approved the motion.

Mrs. Leclerc voted against the motion.

Mrs. Wrend advised any candidate looking for a position is going to be watching these videos and they are "trying you on" as much as you are "trying them on" and exploring fit. She encourages the board to keep that in mind. Have hard conversations, have disagreements, but also demonstrate governance, practices that leaders like to work within. So we can make a difference together for our students, our schools, and our communities.

Document Titled "BUUSD Superintendent Search Timeline and Process - Spring 2024 was shared:

It's a working document subject to constant changes with a version date under the title to help keep track of changes. It will be used to communicate with the board, committee, and perhaps community. This document is a tool to help manage the process. We want to focus on the fourth column, Tasks. This should give a sense of the work done in a 4-5 month period, emphasizing the importance of a timeline for attracting candidates and reaching a deal.

- Contact AOE to get approval/permission. That has happened and that task is complete.
- Create and approve a committee screening charge including a committee structure. Superintendent skills and attributes survey (useful way to get community voice on the attributes you want). Board appoints the screening committee members.
- Post position and recruit candidates. Work has begun with the district office to set up communications and a website landing page for the community to get information on the process. Candidates will likely go there and look as well.
- The committee: welcome and orientation meeting will occur. The committee will review the superintendent attribute survey results and consolidate that feedback. That feedback will be used to frame the process, identify screening criteria, and so on. The screening committee operates just like a board. They'll elect a chair and a clerk, keep minutes and post those meeting minutes, and establish ground rules. The timeline will be revisited with the committee.
- We will have a committee meeting and review candidates who apply and identify the viable candidates based on our search criteria. Create an interview structure and finalize questions for candidates. Once candidates are selected we'll do semi-finalist interviews.
- After semi-finalist interviews we conduct reference checks. Tracy will communicate with any candidates not moving on. Committee reviews findings from reference checks and will notify the board of their recommended finalists, the qualifications, and findings in reference checks. Work at that point transitions back to the full board.
- During the process above, Tracy will have been working with the full board on a final board interview process including setting dates for board interviews. Oftentimes candidates do stakeholder interviews and site visits. We get real time feedback from them and the board can use that in combination with interviews to select a finalist for the position.
- The Agency of Education needs to be asked to conduct a background check and approve the hiring of the finalist. Then the board can reach an agreement with the finalist and negotiate a contract.
- Tracy's work with the Board will end with the identification of a finalist. Our work will continue to work with AOE to get final permission to hire, sign the contract, and move on to developing the transition process. Have practices, resources, and strategies in place for an effective working relationship.

How quickly things are agreed on or not agreed on could move the timeline and work out farther. Doesn't mean we shouldn't take the time we need to make good decisions if that's what we need.

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Superintendent Screening Committee Charge Spring 2024 shared:

- Charge is modeled entirely from your last committee charge and includes a spot at the bottom to insert an approval date. Tracy proceeded to read through the document.
- Committee Membership: 2 Board Members, 1 Building Administrator, 1 Central Office Member, 1 Teacher and 1 Support Staff Member for a total of 7 members. The smaller the committee the more nimble and efficient they can be. This is an area of choice. Other searches have 3 Board Members, 2 Central Office members, and 2 Teachers.
- Once this has been decided you need to select people and invite them. Appointing people is the fast way to do it. Slower process is to solicit interest and select as a board.
- To do a structure with school employees and the board appoint, the consultant would like the board to allow her to work with the HR dept to select the folks to fill those positions and appoint them based on her recommendation in consultation with HR. That allows people with the intention of potentially applying to be able to apply and ensures employees have the opportunity to be comfortable with the role they are about to serve on the committee.
- Committee members will be expected to participate in all aspects of the screening committee activities fully. If they fail to participate by missing two meetings or fail to follow the committee rules and charges, their appointment will be revoked and a new committee member will be appointed.
- The process: Screening Committee is authorized to work with the VSBA consultant to prepare, distribute, and view candidate materials using electronic resources and conduct first round applicant interviews
  - Screening committee members will be expected to review all candidates applying and complete their own assessment of each candidate.
  - Committee members will not discuss the candidates with one another or others before a full group discussion has occurred to ensure fairness and confidentiality of the candidates.
  - Committee members' individual ratings and comments will be put together by the consultant.
  - Interview candidates and choose up to 3 semi-finalists to recommend for interviews by the Board. The Board will publicly announce the list of finalist candidates once references have been completed.
  - The screening committee chair is responsible for communication with the committee and district board chair.
  - All screening committee meetings shall be advertised and open to the public. Committee will review candidate materials and discussions in executive session and comply with open meeting law requirements. The committee will keep meeting minutes and send a copy to the board clerk within 5 days following each screening committee meeting.

Three main decision points:

- Are you comfortable with language that says the committee will present up to 3, up to 3 implies that they may present 0, 1 or 2. Some boards know they want to see at least 2 candidates.
- Structure of the committee.
- How you want to select committee members - recruit and appoint or solicit interest and select as a board. Soliciting interest and having people write why they want to serve and then meeting to review. Good for community engagement but the con is it's slow, up to a month.

**Mrs. Farrell made a motion to adhere to the rule of up to 3 for our candidate search to be presented to the Board, seconded by Mrs. Leclerc. Motion approved unanimously.**

**Mrs. Spaulding made a motion to accept the committee members as recommended, seconded by Mr. Grant. Motion approved unanimously.**

**Mrs. Spaulding made a motion to allow Tracy Wrend to work with HR to recommend employees to appoint in employee spots on the committee, seconded by Ms. Reynolds. Motion approved unanimously.**

Draft job posting was shared. A notice of vacancy is posted on SchoolSpring currently. Tracy has drafted a job posting which could be used to replace the notice of vacancy. Follows the exact format that applicants typically expect to see in job postings. Tracy drew the description of what we are looking for in a candidate from our draft job description. The consultant read through the job posting. The hope is a job posting can be approved after the executive session tonight or at the least give a preliminary approval allowing the posting with the understanding we can revise and update if new information suggests that it's worthwhile to revisit. Correction in the document made by Mr. Boutin to "Granite Center of the World".

## 4. Executive Session

4.1 Contract 1 V.S.A. § 313 A (1) (a)

4.2 Personnel Contacts 1 V.S.A. § 313 A (1) (a)

**Mrs. Farrell made a motion to find that premature general public knowledge regarding the superintendent's salary clearly places the Board at a substantial disadvantage if the Board risks disclosing it's negotiating strategy if discussed in public, seconded by Mrs. Spaulding. Motion passed unanimously.**

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**Mrs. Spaulding made the motion to go into Executive Session for the purpose of discussing contract language under VSA 313 A (1) (A), inviting the consultant and the Director of Human Resources. Seconded by Mr. Grant at 7:43 p.m., motion passed unanimously.**

**Mrs. Farrell made a motion to exit the executive session at x:xx p.m. Mr. Grant seconded the motion. Motion passed unanimously.**

**Mrs. Spaulding made a motion to approve and amend the job posting to indicate we are seeking and interim or permanent superintendent and that salary will be based upon experience, seconded by Mrs. Farrell. Motion passed unanimously.**

**Mrs. Farrell made a motion to approve the Superintendent Screening Committee Charge as written, seconded by Mrs. Spaulding. Motion passed unanimously.**

The consultant questioned if the Board would like to discuss who the two Board members will be tonight or decide that next week? It was suggested to decide next week since they're short one Board member.

Things for next week's Board meeting (April 10, 2024):

- Approve Board members
- Consultant may provide a slate of other committee members
- Consultant will provide a sample survey on the superintendent's skills and attributes
- Consultant will provide an updated timeline.

**Mrs. Spaulding made a motion to find that premature general public knowledge regarding the personnel contracts clearly places the Board at a substantial disadvantage if the Board risks disclosing, seconded by Mr. Grant. Motion passed unanimously.**

**Mr. Grant made the motion to go into Executive Session for the purpose of discussing personnel contracts, inviting the Director of Human Resources. Seconded by Mrs. Whalen at x:xx p.m., motion passed unanimously.**

**Mrs. Farrell made a motion to exit the executive session at x:xx p.m. Mr. Grant seconded the motion. Motion passed 6 to 1, Mrs. Leclerc abstained.**

**Mrs. Spaulding made a motion to approve the administrative contracts and authorize Mr. Hennessey and Mr. Boutin to sign, Mr. Grant seconded the motion. Motion passed 6 to 1, Mrs. Leclerc abstained.**

#### **4. Adjournment**

**On a motion by Mrs. Leclerc, seconded by Mr. Grant, the Board unanimously voted to adjourn at x:xx p.m.**

Respectfully submitted,  
*Tina Gilbert*

# DRAFT

## BARRE UNIFIED UNION SCHOOL DISTRICT SPECIAL BOARD MEETING

Spaulding High School Library and Via Video Conference – Google Meet  
April 18, 2024 - 6:00 p.m.

### MINUTES

#### **BOARD MEMBERS PRESENT:**

Michael Boutin (BC) – Chair  
Sonya Spaulding (BC)- Clerk  
Emily Reynolds (BT)  
Garrett Grant (BC)  
Alice Farrell (BT)  
Catherine Whalen (BT)  
Nancy Leclerc (At-Large)  
Terry Reil (BT)

#### **BOARD MEMBERS ABSENT:**

Giuliano Cecchinelli, II (BC) – Vice Chair

#### **ADMINISTRATORS PRESENT:**

Chris Hennessey, Superintendent BUUSD  
Jody Emerson, Superintendent CVCCSD  
Jamie Evans, Facilities Director  
Mari Goodridge Miller, Asst. Principal

#### **GUESTS PRESENT:**

David Delcore, Times Argus	Chrstine Bell	Mary Bowers	Meaghan Healey	Guy Isabelle
Michelle Leeman	Sharon Jacobs	Michaela Morris	Christie Omodeo	Terri Steele
Rachel Van Vliet	Linsey Wells	Jackie Wheeler	Paul Malone	John Walker

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

The Chair, Mr. Boutin called the Thursday, April 18, 2024, Special meeting to order at 6:00 p.m., which was held at the Spaulding High School Library and via video conference.

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

Add Mindfulness Moment and Pledge  
Add Round Table

Mr. Reil made a motion to approve the agenda with amendments, seconded by Mrs. Leclerc. Motion passes unanimously.

#### **3. Mindfulness Moment and Pledge**

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

#### **4. Current Business**

##### **4.1 CVCCSD Facilities Request - Welding Program**

Documents provided: Email Communication; Original Letter of Facilities Request; SHS Building Map of CVCC; State of VT Letter; 2012 VT Dept of Education Letter; Excerpts related to Career/Technical Education Facilities; Dept of Education Career and Lifelong Learning Memo

Mrs. Emerson, Superintendent at CVCCSD shared they're trying to expand and working toward building a new facility in the future to continue growing because they turn away far too many students each year. New CVCC building - site selection criteria and an area we're looking at is happening, but we don't have a site yet.

- The Welding Program needs spaces for 16 students..
- State requirement - 160 square feet per student for the workshop space along with a storage and classroom space required. CVCC has a classroom available. Looking for shop space and a little bit of storage.
- Some of the funding can't be used in a private or leased location.
- Looked at spaces in Waterbury and Cabot, unfeasible given the distance. Closer is better due to it being a hazardous occupation

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- Looked within the public school building and identified a space which used to be a student space. Currently used by maintenance and facilities, room 18. CVCC has a shed they could give if that could be made usable.
- Recommendation from BUUSD was to consider room 136, on the second floor. Need ground floor due to weight, flames, and steel being carried up there.
- Timeline is really low - Project WorkSafe has visited room 18 and found it feasible. They are on standby if another room needs to be looked at which involves a walk through, report on what we need to do to make it feasible for that program, and then CVCC provide to AOE how we are going to pay and accomplish work in time for students to be in the space in August.
- Instructors and students who accepted are ready pending approval, that's 16 students, some SHS students, with a wait list.

Would like us to work together collaboratively to find a space for students because we are here for students and to support our growth especially when we see declining enrollment and cost of sending schools. If there's a way to utilize that potentially available space we'd like to do that. Additional discussions around moving programs, using the CVCC office space, and sharing space but all have complications.

## 4.2 Facilities Request Discussion

Building Space Discussion write up from Jamie Evans, Facilities Director

Mr. Evans provided feedback. Room 18 - Currently a shop for maintenance and facilities. Houses power tools, heating ventilation and coolants, all equipment repairs, office spaces for Head of custodial, Head of maintenance, and Electrician. Without the shop we would need to hire this work out and spend more. Maintenance shop is far too important to lose when there are two other options available.

Option A - Room 136 (includes rooms A&B on the map) - Used to be a shop, it is convenient for exhaust venting through the roof for the welding smoke, panel board already for electrical, and direct access to the stairwell outdoors. Space the career center already has and it would work. Agrees it's not ideal for getting material to the room.

Option B - Career Center office used to be the auto shop. It has direct access to the roof, has a panel board for electrical, ground floor, and access straight outdoors. Offices used to be on the second floor and have all the provisions for it.

Mr. Reil stated Mr. Evans finished the room 136 discussion because he stated "it's not safe to put repairs there". Then it's not safe for a Welding. Mr. Evans disagreed with the statement and restated what he said and made a comment of putting words in his mouth, which Mr. Reil proceeded to disagree.

**Ms. Reynolds called point of order**

Mr. Reil went on to agree with Brian about getting a 24 foot piece of steel up those stairs doesn't work. That's heavy, a lot of weight, it's dangerous. Access to the roof is a good positive but welding shouldn't be up there. Curious about the other maintenance areas and what is being done in the current shop which can't be done in those areas. Mr. Evans shared cutting of plywood for wall dividers work on furniture, Kitchen equipment, boiler room repairs, assembling and disassembling promethean boards, anything maintenance related we do out of that shop. All power and hand tools and heavy equipment is there, 3 office spaces, heating and cooling and ventilation system. Small scale paint booth. Yard equipment repairs. Mr. Reil questioned if the building structure outside is a cold storage - Why not move storage to the SEA barn. Mr. Evans added it would need fire protection prevention detection, sprinklers, phone, running water. OSHA will tell you you need all that protection; it's a school environment.

Another discussion started to ensue between Mr. Reil and Mr. Evans.

**Mrs. Reynolds called point of order**

Quick discussion involving room 20 Cosmetology moving upstairs, 2 year program. Room 24 Art room be moved somewhere else - Mrs. Miller explained the room has specific ventilation for the paint booth, clay traps in the sinks, 70 kids a semester in the space. A lot was put into the infrastructure to make that space and it would be really tough for us.

**Mrs. Spaulding made a motion directing SHS administration, BUUSD Facilities, the Superintendent and CVCC administration to work together to find a place for this program, seconded by Mrs. Farrell,**

Mrs. Emerson added April 30th is the deadline to have a site and funding for the work decided. Mrs. Reynolds added the importance of clearly spelling everything out in the lease agreement and renegotiating the rent protecting both parties. Mrs. Emerson is prepared to pay additional rent. .

**Mrs. Leclerc wants to amend the motion to allow room 18 for the Welding program versus staff working it out, seconded by Mr. Reil, motion failed 4 to 3 with 1 abstention.**

**Mrs. Whalen, Mrs. Leclerc, and Mr. Reil voted for the amended motion**

**Mrs. Spaulding, Ms. Reynolds, Mr. Grant, and Mr Boutin voted against the amended motion**

**Mrs. Farrell Abstained due to her positions on both the CVCCSD and BUUSD Boards.**

**Original motion passed 6 to 1; Mrs. Farrell abstained due to her positions on both the CVCCSD and BUUSD Boards.**

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## **5. Round Table**

Mrs. Farrell praying for sun, sick of rain

## **6. Executive Session**

None

## **7. Adjournment**

**.On a motion by Mr. Reil, seconded by Mrs. Leclerc the Board unanimously voted to adjourn at 7:12 p.m.**

Respectfully submitted,  
*Tina Gilbert*

# DRAFT

## BARRE UNIFIED UNION SCHOOL DISTRICT REGULAR BOARD MEETING

Spaulding High School Library and Via Video Conference – Google Meet  
April 10, 2024 - 6:00 p.m.

### MINUTES

#### **BOARD MEMBERS PRESENT:**

Michael Boutin (BC) – Chair  
Giuliano Cecchinelli, II (BC) – Vice Chair  
Sonya Spaulding (BC)- Clerk  
Nancy Leclerc (At-Large)  
Terry Reil (BT)  
Emily Reynolds (BT)  
Garrett Grant (BC)  
Alice Farrell (BT)  
Catherine Whalen (BT)

#### **BOARD MEMBERS ABSENT:**

#### **ADMINISTRATORS PRESENT:**

Chris Hennessey, Superintendent  
Karen Fredericks, Director of Curriculum and Assessment  
Stacy Anderson, Director of Special Services  
Carol Marold, Director of Human Resources  
Reed McCracken Interim Administrator - SEA  
Kristin Morrison, Assistant Principal  
Melissa Greenwood, Assistant Principal  
Jennifer Nye, Principal  
Eric Person, Principal  
Brenda Waterhouse, Principal  
Mari Goodridge Miller, Assistant Principal  
Jodi Emerson, CVCCSD Superintendent

#### **GUESTS PRESENT:**

Julie Burns	Dr. Brandon Campo	David Delcore	Cassandra Desmarais	Erika Dolan	Mary Fifield
Karen Heath	Darby Hiebert	Sarah Hill	Sharon Jacobs	Ellen Kaye	Prudence Krasofski
Colleen Kresco	Kerri Lamb	Jody Leone	Lisa Liotta	Joan McMahon	Roberta Melnick
Chris Moran	Raylene Meunier	Karen Moran	Joelen Mulvaney	Adam Munroe	Christine Parker
Amy Richard	Merrin Rousseau	Wendy Sell	Megan Spaulding	John Ulrich	Rachel Van Vliet
Lindsey Wells	Megan Spaulding	Tracy Wrend	Michael Gilbar	Jackie Wheeler	Brody Priddy
Paul Malone	Bern Rose				

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

The Chair, Mr. Boutin, called the Wednesday, April 10, 2024, 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 with Motion to Approve the Agenda**

Add Superintendent Search Items under (8) take out of order under #5.  
Add Dayco, Inc Roofing Bid (7.6)  
Change 7.5 Conflict of Interest Complaint to Conflict of Interest Claim

**On a motion by Mrs. Spaulding to approve the Agenda as amended, seconded by Mr. Grant**

**Mrs. Leclerc made a motion to amend the motion and remove 8.1 Committee Charge, the motion failed 6 to 2**

**Mrs. Spaulding, Ms. Reynolds, Mr. Cecchinelli, Mr. Grant, Mrs. Farrell, Mrs. Whalen, voted against the motion.**

**Mrs. Leclerc and Mr. Reil voted for the motion.**

**Mrs. Leclerc made a motion to remove 6.4 New Hires and 6.5 Enrollment/Home Study out of Consent Agenda and put those under New Business, the motion passed 6 to 2**

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**Mrs. Spaulding, Mr. Cecchinelli, Mrs. Leclerc, Mr. Reil, Mrs. Farrell, and Mrs. Whalen voted for the motion.  
Mr. Grant and Ms. Reynolds, voted against the motion.  
The Board unanimously voted to approve the Agenda as amended.**

## **4. Public Comment for Items Not on the Agenda**

### **4.1 Public Comment**

Bern Rose as a Curriculum Committee member nominated Mrs. Farrell for chair and she praised her for a really meaningful discussion and the work she put in to prepare for that discussion. Also she expressed concern about some committees not being filled and why some Board members aren't joining committee meetings?

Jodi Emerson, CVCCSD Superintendent - Addressed the Board about needing space for their welding program. Facilities request submitted in February to the superintendent was denied. She's aware there were good reasons for that. Instructor would be a SHS graduate, ready to go. Sixteen students ready to enroll with a waitlist. They desperately need space. Outside facilities would be Cabot or Waterbury and both would be hard to supervise and welding is a high risk program.. They had identified the maintenance shop in house as a potential site and she understands building and grounds needs that space to work on things and get them back out into the district. They have an April 30th deadline from AOE. The Board will set up a special meeting and Jodi will provide documents for discussion.

### **4.2 Student Voice**

None

## **5. Faculty/Staff - Reports/Presentations**

### **5.1 CIA Plan Update**

Mrs. Fredericks, Director of Curriculum was present. Presentation will take place at the next Curriculum committee meeting. Quick questions and feedback were allowed with the expectation a deeper look will take place at the committee level.

**Mrs. Leclerc made a motion to move the CIA Plan Update to the Curriculum Committee to look at and come back to the Board with some recommendations for the improvement of the student's education, seconded by Mrs. Farrell, motion passed 5 to 3.**

**Mr. Cecchinelli, Mrs. Leclerc, Mr. Reil, Mrs. Farrell, and Mrs. Whalen voted for the motion.  
Mrs. Spaulding, Mr. Grant and Ms. Reynolds, voted against the motion.**

### **5.2 Special Education Staff/Child Count Data Report**

Mrs. Anderson, Director of Special Services was present. No presentation took place but quick questions and feedback were allowed. Changes in numbers from the November report to this one were confusing. Mrs. Leclerc will connect directly with Mrs. Anderson.

Item 8 taken out of order

## **8. Old Business - Superintendent Search**

### **8.3 Review Timeline - Taken out of order**

There are no changes in the anticipated timeline as long as the board appoints committee members and has a plan for going forward on community input tonight. It's still possible to meet an end of May timeline for a finalist to be before the board assuming all goes well.

### **8.1 Committee Charge**

Mr. Boutin requested if there were any interested Board members to serve on this committee. Mrs. Leclerc questioned seeing names already, are we jumping ahead, how did that come about? Mr. Boutin stated that's part of the appointment and would come after this. Mrs. Leclerc is interested in being on the committee. Mrs. Spaulding questioned, Mrs. Leclerc does not have materials but has something with names on it. How do we not have materials but she has something with names on it.

### **Mr. Reil called point of order**

Mrs. Spaulding asked the Board Chair to clarify. Mr. Boutin explained that information was in an email he provided earlier. Mrs. Spaulding added, "So Board members do have documentation".

Mr Reil repeated Robert's Rules requiring documents to be in the packet not just provided to only Board members. Community also has the right to see this stuff so they can make important decisions if they so choose to show up and participate without finding this information at the last minute. Mrs. Spaulding interrupted with "perfect"

### **Mr. Reil called Point of Order; Mrs. Leclerc called Point of Order.**

Mrs. Farrell would like to be on this committee. Mr. Boutin's preference would be to have 3 board members. Mr. Grant volunteered to be on the committee.

Mrs. Van Vliet questioned the number of teachers on the committee. Currently it is asking for 1 and she's hoping for at least an additional teacher.



# DRAFT

**Mrs. Leclerc made the motion to approve the Committee Charge with three board members, seconded by Mr. Grant, Motion passed unanimously.**

## 8.2 Appoint Committee Members

The consultant recalled, from the last meeting, discussion included a much larger committee, similar to the committee used last time. The board opted for a smaller committee structure that could be nimble and move fairly quickly for a good chance of attracting a good candidate and having a superintendent in place by July 1st. That's at least part of the rationale for the board's decision to go with that committee size. Processes were discussed for getting committee membership outside of the board. The process we discussed and the board opted to use was the consultant reaching out to union leadership and a "senior staff member" in that category of employee. They were asked to work with their peers to nominate someone to serve on the committee. The consultant was able to reach out to them on Friday and they did an incredible job of doing that work and getting it back to her in time for tonight's meeting. Their recommendations are, Mary Bowers - Teacher at BT, Miranda Green - Para at BT, Brenda Waterhouse - BC Principal, and Lisa Perreault - Central Office. The consultant shared, every interaction with staff has been met with a high level of professionalism and commitment to the district. The Consultant is confident in trusting their nominations.

**Mrs. Spaulding made the motion to approve the recommendations for the following appointments to the Superintendent Search Committee - Mary Bowers, Miranda Green, Brenda Waterhouse, Lisa Perreault, Nancy Leclerc, Alice Farrell, and Garret Grant, seconded by Mr. Cecchinelli, Motion passed 7 to 1, Mr. Reil voted against the motion.**

Clarification on how these people were chosen was requested. It was shared previously that she worked with the union leadership to make those decisions. Mrs. Leclerc is concerned with Lisa Perreault being chosen and having the available time needed due to the current work for the budget revote. Mrs. Perreault isn't present but Mr. Hennessey knows she expressed interest in being on the committee. The consultant added that her information to them included a copy of the approved charge and information about the time commitment and a potential scheduling requirement for fulfilling the role.

Multiple community members shared questions/concerns around how community members would have involvement. The consultant replied it's the next step in the agenda. To talk about some ways to ensure that we get voice perspective and involvement from a broader array of stakeholders in terms of contributing their preferences regarding the skills, strengths, and qualities they'd like to see in a superintendent. Also discussed, at the last meeting, possible ways community members, students, parents, faculty and staff to engage with finalists and to have a voice in the process at a later stage. Typically once we get to a pool of finalists, it's drafted for that to happen. Broad community survey, Greet and meet with students, staff, parents and community members.

## 8.4 Approve Skills and Attribute Survey

Draft BUUSD Superintendent Skills and Attributes Survey was shared.

Google Survey through all communication platforms used by BUUSD (Infinite Campus - school community, Facebook pages, Front Porch Forum. Legal notice in Times Argus). The survey invites people to complete it and give some input on their priority for some skills and attributes of the next superintendent. Introductory paragraph stating the board is launching a search and wants feedback. Includes a link to the Superintendent Search landing page: <https://www.buUSD.org/superintendent-search>. Will be anonymous, no names or emails collected. Asks who the respondent is and has a list of skills and attributes that might be important for the Superintendent process. Last question is a short answer for respondents to include any additional information. The consultant read through the list of skills and attributes and the board will email any additional they'd like by Monday at noon. Closing date of the survey would be April 22nd if it's out in the next couple of days.

**Mr. Grant made a motion to approve the survey as is and allow for some time until Monday at noon to make any additional suggestions and the consultant will have the final say on that, seconded by Mrs. Farrell, motion passed 5 to 3.**

**Mr. Cecchinelli, Mr. Reil, Mr. Grant, Mrs. Farrell, and Mrs. Whalen voted for the motion.  
Mrs. Spaulding, Mrs. Leclerc, and Ms. Reynolds, voted against the motion.**

## 8.5 VSBA Contract

Mrs. Leclerc shared that the contract was signed and not presented to the Board, a third party is not mentioned, and would like to know if our legal council vetted it. Mrs. Spaulding added it was in the previous packet that VSBA contracts with outside consultants.

**Mrs. Spaulding made a motion that we authorize a chair to ratify the contract for VSBA, seconded by Ms. Reynolds, motion passes 5 to 3.**

**Mrs. Leclerc made a motion to amend the motion to have this contract vetted by our legal council, seconded by Mr. Reil, motion failed 5 to 4.**

# DRAFT

**Mrs. Spaulding, Mr. Cecchinelli, Mr. Grant, Ms. Reynolds, and Mrs. Whalen voted for the motion for the chair to ratify the contract.**

**Mrs. Leclerc, Mr. Reil, and Mrs. Farrell, voted against the motion for the chair to ratify the contract.**

**Mrs. Leclerc, Mr. Reil, Mrs. Farrell, and Mrs. Whalen voted for the motion to amend the motion.**

**Mrs. Spaulding, Mr. Cecchinelli, Mr. Grant, Ms. Reynolds, and Mr. Boutin, voted against the motion to amend the motion.**

## **6. Consent Agenda**

6.1 Special Meeting Minutes - March 20, 2024 and March 21, 2024

6.2 Regular Meeting Minutes - March 27, 2024

6.3 Warrant Approval – March 28, 2024, April 3, 2024

~~6.4 New Hires~~

~~6.5 Enrollment/Home Study Reports~~

6.6 FY25 School Calendar

Mr. Boutin ran through the consent agenda items. Approval of Special meeting minutes of March 20 and March 21, 2024. Regular meeting minutes of March 27, 2024. Approval of Warrants from March 28 and April 3, 2024. Approval of FY25 School Calendar.

**Mrs. Spaulding made a motion to approve the Consent Agenda, seconded by Mr. Grant, motion passed unanimously.**

March 20 minutes 3.2 and 3.3 not addressed, need to be removed. March 27, 2024 minutes throughout 7.2 and 7.4 change NASDAQ to NESDEC. FY25 School Calendar - Thanksgiving week is a week later and will be corrected in the posted copy on the website. March 20 minutes Mr. Cecchinelli left at 3:15 p.m. not 2:16 p.m. Question was raised if Warrants should be in consent agenda as Robert's Rules mentions financial information should not be in a consent agenda. Will verify.

## **7. Current Business**

### **7.1 FY25 Warning Approval**

Copy of the Warning for revote was distributed

**Mrs. Spaulding made a motion to approve the FY25 Warning for revote, seconded by Mrs. Farrell, motion passed 6 to 2**

**Mrs. Spaulding, Mr. Cecchinelli, Mr. Grant, Ms. Reynolds, Mrs. Farrell, and Mrs. Whalen voted for the motion.**

**Mrs. Leclerc and Mr. Reil, voted against the motion.**

### **7.2 Code of Ethics for School Board Members**

Action Memo and documents were distributed.

Many mixed emotions about this form. Many requests to leave past incidents behind and move forward. Mrs. Whalen mentioned VSBA has a guideline for boards and we should develop the board vision. VSBA developed a whole program. Getting the board united in a better flow will make our work going forward more efficient and easy. Taking the time and investing in the people of this board is a top priority. We need a smooth working order between us all. No compromise or commitment to anything at this time but the Chair agreed to plan a special meeting and move Mrs. Whalen's request up.

Five minute break taken

### **7.3 Exit Interviews/Resignation Letters**

Action Memo and documents distributed

Resignation letters from individuals in the district, some who have been here the entirety of their career and some with shorter times here to allow those folks, rather than just going out the door, have an opportunity to meet with the board and offer any suggestions, constructive criticism or whatever that might be. Hear that in person. Resignation letters from any and all staff until recently have always been part of the packet provided to Board members. That also gives an interesting insight into why individuals may be leaving. Whether they're going on furthering their career, moving away or generally dissatisfied. Whatever the situation might be, give us the opportunity to take that information and use it in a positive way to do whatever might be necessary to make things better, keep them the same, but to hear from staff so the staff is recognized as having a voice.

**Mrs. Leclerc made a motion to instruct the superintendent to advise resigning staff that they can have an opportunity to speak directly to the board in executive session prior to leaving the district and to instruct the HR to include resignation letters in the board packet for approval, seconded by Mrs. Whalen, motion passed 5 to 4**

**Mrs. Leclerc amended her motion to change resigning staff to resigning administrators, seconded by Mrs. Farrell, motion passed unanimously. Ms. Reynolds wasn't present.**

# DRAFT

**Mrs. Farrell, Mrs. Leclerc, Mr. Reil, Mrs. Whalen and Mr. Boutin voted for the initial motion with the amended language. Mrs. Spaulding, Mr. Cecchinelli, Mr. Grant, Ms. Reynolds, , voted against the initial motion with the amended language.**

## **7.4 Civil Discourse Discussion**

Action Memo and documents distributed

Respectful conversations are mentioned in all the forms and treating others the way you want to be treated. Hoping board can agree on having civil discourse. Presented for conversation and discussion. Several Board members provided opinions, thoughts and seemed to be in agreement with being respectful and that the information provided is important.

## **7.5 Conflict of Interest ~~Complaint~~ Claim**

Action Memo and documents distributed

The Chair will not be calling for a hearing on this and would like to know if the Board wants to have a hearing on this particular claim.

**Mr. Reil made a motion to hold an informational hearing on the conflict of interest claim on Sonya not stating that she is our Regional VSBA representative, seconded by Mrs. Leclerc, motion failed 4 to 3**

The Chair was asked to explain why he decided it's not appropriate. He based his decision on Pietro's opinion "If Mrs. Spaulding is unpaid for her service as a VSBA Board member any advocacy for VSBA would appear to be belief in the organization as opposed to some impermissible interest in the organization. I would not consider her to be a conflict of interest absent some showing that Mrs. Spaulding has a financial stake in the relationship with VSBA".

Mrs. Leclerc's claim included the board member failing to disclose her role with VSBA as well as asking for further clarification on a conflict of interest and was denied that to discuss with legal counsel. Mrs. Leclerc sought outside legal counsel who deal with school boards and explained the minute the board member made a motion to vote for the VSBA that she's a board member on and did not disclose it automatically creates a conflict of interest. Mrs. Leclerc proceeded with her reasons for a hearing.

## **Ms. Reynolds called Point of Order**

Mr. Boutin shared on conflict of Interest Policy is what's in question and if we're holding a hearing.

## **Mrs. Spaulding called Point of Order**

Question on Mrs. Leclerc being able to second the motion if she and Mrs. Leclerc can't vote. It was determined policy doesn't reference the motion just the vote.

**Mr. Cecchinelli called the question, seconded by Mr. Grant, vote passes 5 to 4.**

**Mrs. Spaulding, Mr. Cecchinelli, Mr. Grant, Ms. Reynolds, and Mr. Boutin voted yes to Mr. Cecchinelli's call the question. Mrs. Leclerc, Mr. Reil, Mrs. Whalen, and Mrs. Farrell, voted no to Mr Cecchinelli's call the question.**

**Mrs. Whalen, Mrs. Farrell, and Mr. Reil voted for the motion to hold an informational hearing.**

**Mr. Grant, Ms. Reynolds, Mr. Cecchinelli, and Mr. Boutin voted against the motion to hold an informational hearing.**

**Mrs. Spaulding and Mrs. Leclerc could not vote.**

## **7.6 RFP Roofing Bid**

RFP documents distributed

Funding will be from the Capital Reserve Fund and it will finish up the Barre City roof project. This is not affected by the FY25 budget.

**Mrs. Farrell made a motion to approve the Dayco roofing bid, seconded by Mrs. Whalen, motion passed unanimously.**

## **7.7 New Hires**

New Hire forms and Resumes for each candidate were distributed

Mrs. Hennessey shared six new hires. Austin Fay - Gr. 3 ELA/Social Studies teacher at Barre Town. Cornell Graduation most recently serving as an interventionist at Union Elementary in Montpelier; Chantelle Michelli - Barre City ECO teacher for middle school. She's an ECO Coordinator from Providence, RI. Michelle O'Donnell - SHS Science Team, new teacher out of UVM. Finished her student teaching at U32. Laura Sanders - School Psychologist for Barre Town, Castleton Graduate, interned at Barre Town. High praise given to Jesse White (BC Psychologist) and Kristin Porrazzo (BT Psychologist) who mentored her. Kim Summerton from Oregon, Math Specialist with experience in interventionist with at risk kids. New Math teacher at SEA. Sara Ulrich - 4th grade Math/Science teacher for Barre Town. Recently taught elementary at Northfield and Waits River. All are licensed or licensable. Happy to welcome them aboard.

# DRAFT

**Mrs. Leclerc made the motion to hire Austin Fay, Chantelle Michelli, Michelle O'Donnell, Laura Sanders, Kim Summerton, Sara Ulrich, seconded by Mr. Grant, motion passed unanimously.**

## **7.8 Enrollment/Home Study Reports**

Documents titled "Enrollment" and "Home Study" were distributed

Clarification of Home Study was given about these numbers representing state approved students.

Feedback from Mrs. Leclerc:

BC from June 23 down by 20 students; Home Study is up by 8

BT is up by 23 students; Home Study is up by 8

SHS is down by 77 students; Home Study is 4

Mr. Hennessey doesn't have a good take on Spaulding numbers but he can certainly find that out. He will send an email after he meets with administrators tomorrow.

## **~~8. Old Business - Superintendent Search~~**

~~8.1 Committee Charge~~

~~8.2 Appoint Committee Members~~

~~8.3 Review Timeline~~

~~8.4 Approve Skills and Attribute Survey~~

~~8.5 VSBA Contract~~

## **9. Round Table**

Mr. Grant shared Monday at the library they had a solar eclipse viewing party and he had a good time walking around downtown Barre City and seeing all the other events going on. It was really fun and the weather couldn't have been better.

Mr. Cecchinelli - Full disclosure I am sitting at a rectangular table.

Mrs. Farrell - Central VT Regional Planning Commission has an internship open this summer so anyone who might be interested in assisting them can contact the Central VT Regional planning commission or myself. Tree Plenish Program offsets the carbon footprint for Spaulding High School and you get some really nice trees. She has 6 oak trees, 3 Ironwoods and will be adding some American Rosebuds.

Mrs. Spaulding - Went to see Clue the Musical and it was awesome, really enjoyed it. Audience participation part and a friend was not going to participate and ended up following along. It was fun and amazing.

Mrs. Leclerc - Wanted to mention she was very excited to have Mrs. Emerson speak tonight and bring forth the need for a space for these sixteen students. I just think it's wonderful and I hope we can help her out because it's going to be so important for all these students. Especially the ones that are interested in that program. If there's anything as an individual I can do but I hope the board really steps up and works with her.

Mr. Boutin - Part of the retreat process maybe we need to have a murder mystery? Last week I went down to the central office and talked to a couple people and wanted to say thank you to them. I did love the solar eclipse. It was absolutely amazing. It's the second time I've been able to witness it and I can't wait until 2044 when I go down to Florida and witness it again, if I'm still alive which you never know, maybe 2033 when I go up to Alaska for it. Although that's pretty chilly up there.

## **10. Future Agenda Items**

- Recruit Recording Secretary
- Resignation Approvals
- Legal Information Requested

## **11. Next Meeting Dates**

Add Special meeting April 18, 2024 (CVCC Facilities Request - Welding Program)

Canceled - April 24, 2024, Spaulding High School Library and via Video Conference (Google Meet) (vacation week).

May 8, 2024, Spaulding High School Library and via Video Conference (Google Meet)

## **12. Executive Session**

12.1 Administrator Contracts 1 VSA 313 (a)

**On a motion by Mrs. Spaulding finds the premature general public knowledge regarding the contracts being discussed clearly places the board at a substantial disadvantage because the board was disclosing motion for findings, seconded by Mr. Grant, motion passes 6 to 2; Mrs. Leclerc abstained and Ms. Reynolds was not present.**

**Mr. Grant made a motion to go into executive session to discuss contacts 1 VSA 313 (a) inviting in the Superintendent and HR Director, seconded by Mrs. Spaulding, motion passes 6 to 2; Mrs. Leclerc abstained and Ms. Reynolds was not present.**

# DRAFT

**Mrs. Leclerc made a motion to exit the executive session, seconded by Mrs. Whalen, motion passed unanimously.**

## **13. Adjournment**

**On a motion by Mrs. Farrell, seconded by Mrs. Leclerc, the Board unanimously voted to adjourn at 9:50 p.m.**

Respectfully submitted,

*Tina Gilbert*

# 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:

FY25

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

Name: <span style="border: 1px solid black; padding: 2px;">C. Christopher Cate</span>	Location: <span style="border: 1px solid black; padding: 2px;">Spaulding High School</span>
Submission Date: <span style="border: 1px solid black; padding: 2px;">4/29/24</span>	Administrator Action/Checklist Complete: <input checked="" type="checkbox"/> Y <input type="checkbox"/> N
Position: <span style="border: 1px solid black; padding: 2px;">Director of Guidance</span>	Grade (If Applicable): <span style="border: 1px solid black; padding: 2px;">9-12</span>
Endorsement (If Applicable): <span style="border: 1px solid black; padding: 2px;"></span>	<input type="checkbox"/> Hourly-Non Exempt <input checked="" type="checkbox"/> Salary-Exempt
Hours Per Day: <span style="border: 1px solid black; padding: 2px;"></span>	Scheduled Hours: <span style="border: 1px solid black; padding: 2px;"></span> a.m. to <span style="border: 1px solid black; padding: 2px;"></span> p.m.
Account Code: <span style="border: 1px solid black; padding: 2px;">101-1276-31-11-0-2120-51110</span>	
Replacement? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N	
If Yes, For Whom? <span style="border: 1px solid black; padding: 2px;">Laurie Berryman</span>	Salary Rate: \$ <span style="border: 1px solid black; padding: 2px;">73,482 FY23</span>
Administrator Approval: <span style="border: 1px solid black; padding: 2px;">Mari Miller, Asst Principal</span>	Signature Date: <span style="border: 1px solid black; padding: 2px;">4/29/24</span>

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

## For Central Office Use Only:

Contract Complete Date <span style="border: 1px solid black; padding: 2px;"></span>	Offer Letter Complete Date <span style="border: 1px solid black; padding: 2px;"></span>	DOH <span style="border: 1px solid black; padding: 2px;">7/1/24</span>
Total Years of Experience: <span style="border: 1px solid black; padding: 2px;"></span>	Step: <span style="border: 1px solid black; padding: 2px;"></span>	Salary Placement: \$ <span style="border: 1px solid black; padding: 2px;"></span>
Hourly Rate: \$ <span style="border: 1px solid black; padding: 2px;"></span>	Salary Rate: \$ <span style="border: 1px solid black; padding: 2px;"></span>	Seniority Date: <span style="border: 1px solid black; padding: 2px;"></span>
Contract Type: <input 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 <input checked="" type="checkbox"/> X Admin		
Days Per Year: <span style="border: 1px solid black; padding: 2px;"></span>	Salary: \$ <span style="border: 1px solid black; padding: 2px;">94,186.00</span>	Contract Days: <span style="border: 1px solid black; padding: 2px;"></span>
Teacher: AOE Endorsement: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
If No, Required: <input 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		

*Chris Hennessey*

Superintendent and/or HR Director Approval Signature

4/29/24

Date

## C. Christopher Cate, M.A.

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**OBJECTIVE:** A position which offers potential for continued growth and development and allows me to apply my experience, knowledge, and enthusiasm in providing a worthwhile public service.

### EDUCATION

- 1995-1997 Master's in Counseling Psychology, Goddard College
- 1983-1987 Bachelor's in Sociology, University of New Hampshire

### EMPLOYMENT

- 2022-present Professional School Counselor, White River Valley High School  
Sole High school counselor for 9-12. All counseling duties with additional responsibilities due to the size of the school.
- 2010-2022 Director of Counseling Services, Woodstock Union High School  
In addition to the duties listed below for School Counselor, responsible for counseling department budget, managing department meetings, overseeing development of counseling departmental changes to system delivery, and management of three school counselors, an administrative assistant, and registrar. Work in unison with administration and teachers to help insure excellent service to all students.
- 2011, 2012 Summers  
Intake Clinician, Central Vermont Substance Abuse Services  
Responsible for clinical interviews of clients to determine appropriate goals and implementation of substance abuse services.
- 2008-2010 (previously at WUHS 2002-2006)  
School Counselor, Woodstock Union High School  
Counsel and support a caseload of 175 students. Attend and participate in all pertinent meetings such as Individual Educational Plans, Attendance Review Boards, Student Assistance Teams, and Faculty Council. Military liaison, Vermont Youth Conservation Corp liaison, Hartford Area Career & Technology Center liaison. Work with all aspects of a student's needs while in high school including but not limited to, scheduling, career counseling, family issues, relationship issues, personal issues.
- 2006-2008 School Counselor, Williamstown Middle High School  
Counsel and support a caseload of up to 225 students. Primarily responsible for all high school students. As the only high school counselor responsible for all scheduling, career and college counseling, scholarship and financial aid support, all secretarial responsibilities pertaining to the counseling department, crisis intervention and prevention, liaison to technical programs and out of school programs, work closely with administration to create master schedule and program of studies, helped to implement and run new computer data base for all of school records and scheduling (Rediker/Admin. Plus)

- 2000-2002 Child and Family Program Director, Clara Martin Center  
Provided oversight and supervision for 31 staff members, responsible for a budget of 2.2 million dollars, coordinated and negotiated contracts with 7 supervisory unions, collaborated with 3 S.R.S agencies and 2 bordering mental health agencies, maintained positive public relations with the communities and state relationships.
- 1997-2004 Clinical Therapist, Clara Martin Center  
Provided clinical services to referred clients, participated in treatment plan meetings, facilitated group and individual therapy sessions.
- 1997-2000 Challenger Program Coordinator, Clara Martin Center  
Provided supervision for 7 staff, continually developed programming to meet the ever-changing needs of clients who attended the program, achieved a Tutorial Review Program status and helped to begin process for Independent School status, aided in the process to purchase a building to expand the program.
- 1997-1998 Alternative Program Resource Specialist, Hartford High School  
Duties included tutoring, recreational therapy, providing supplemental services under a supplemental service plan and serve as a member of the Learning Consultant Program Team. Participated in program development, co-facilitated an anger management program, and co-taught an alternative classroom curriculum. (Junior Varsity girl's soccer coach.)
- 1996-1997 Research Assistant, STEP Program  
Interviewed client's for post test data, participated in staff meetings, and strategize for future research and treatment.
- 1995-1997 Program Coordinator, Prevent Child Abuse-Vermont  
Coordinated the Understanding Sexuality in Children and Adolescents program and Sexual Abuse Free Environment for Teens Curriculum. Designed and implemented trainings for professionals working with birth to eighteen year olds. Specifically, taught how to manage sexually reactive and aggressive behaviors and recognize healthy sexual behaviors. Trained a cadre of professionals to help deliver the U.S.C.A. program throughout the state of Vermont. Responsible for writing grant proposals, coordinating trainings and trainers, attending to various crises calls and participated in and created fundraising events. Designed trainings for teachers and parents, taught SAFE-T curriculum, Marketed SAFE-T curriculum, and consulted with all affiliated groups for SAFE-T.
- 1994-1995 Specialized Foster Care Parent, Lamoille County Mental Health and Morrisville  
SRS Licensed in 1993, developed and provided wrap around services for adolescent sex offenders. Provided a positive, caring, and structured home environment to emotionally disturbed adolescent sex offenders.
- 1993 Tutor/Counselor, On Top School  
Provided special educational services and counseling.
- 1993 Counselor-Y's Guys summer program, YMCA-Burlington, VT  
Responsible for up to 40 children ages 6-13 in a variety of activities.
- 1993-1995 Licensed Foster Care Parent, Vermont Social and Rehabilitation Services  
Provided specialized respite foster care for adolescent sex offenders.



- 1991-1993 Master Counselor, Eckerd Family Youth Alternatives INC-Benson, VT  
Developed, managed and provided residential adolescent counseling services. Primary provider of direction, guidance, and opportunity to enhance skills, self-confidence, and creativity in emotionally disturbed and sexually offensive adolescents. Extensive experience in development and implementation of adolescent sex offender therapy/treatment programs, participation in national and local training programs for counselors of adolescent sex offenders, employment of individual and group therapy methods. Contributed to academic accreditation proposal, provided direct supervision and training of counselor/teachers.
- 1989 Activities Specialist, Northwest Children's Home-Lewiston, Idaho  
Developed, planned, and implemented activities for children aged 8-17 in a group home setting. Activities included sports, creative arts, holiday planning and celebrations, and community events. All events were designed or attended to enhance the personal growth and development of all the children.
- 1984, '85, '86 Counselor, Mayhew Program-Bristol N.H.  
Provided support, coached, mentored, and role modeled appropriate behaviors for boys aged 10-12 from single parent homes. Participated in outdoor activities and special events to build self-esteem, appropriate peer relations, and social skills.
- 1985-1986 Counselor Teacher, Upward Bound Program-University of New Hampshire  
Supported students with academic work to help achieve personal goals. This program included gifted as well as students in need of extra support.

#### **RELATED EXPERIENCE**

- ◆ President of the Orange North Educators Association, 2007-2008
- ◆ Advisory Board member Stop It Now! Vermont, Brandon VT
- ◆ Advisory Board member Pre-sentence Alternative Program, Rutland VT
- ◆ Review Board member Pre-sentence Alternative Program, Washington County, VT
- ◆ Planning committee member 1<sup>st</sup> Annual New England Child Abuse Prevention Conference, 1997
- ◆ Eckerd Family Youth Alternatives Inc., Rhode Island and Tennessee facilities
- ◆ J.V. girl's soccer coach, Hartford High School
- ◆ J.V. boy's lacrosse coach, Hanover High School
- ◆ Student teacher for 7<sup>th</sup> and 8<sup>th</sup> grade social studies, Newmarket Middle School, 1985 (U.N.H.)

#### **BUSINESS**

- ◆ Successfully managed an industrial metals recycling company in St. Thomas, United States Virgin Islands
- ◆ Increased sales 158% ,over previous year, managing the Pub Grill, Memorial Union Building, U.N.H. (While a student.)

#### **REFERENCES**

Garon Smail,  
Principal, Woodstock Union High School  
Woodstock, VT  
802-457-1317

Buffy Peterson, MSW  
School Social Worker  
Sandy Creek Elementary School  
Sandy Creek, NY  
315-387-5626 ext 1204

# 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:

FY25

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

Name:	Kimberly Grimes	Location:	Spaulding High School
Submission Date:	4/19/24	Administrator Action/Checklist Complete:	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
Position:	Librarian	Grade (If Applicable):	HS
Endorsement (If Applicable):	3-61 School Librarian	<input type="checkbox"/> Hourly-Non Exempt	<input checked="" type="checkbox"/> Salary-Exempt
Hours Per Day:	7.5	Scheduled Hours:	7:35 a.m. to 3:05 p.m.
Account Code:	101.1276.31.11.0.2220.51110.000000		
Replacement?	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N		
If Yes, For Whom?	Christine Smith	Salary Rate:	\$ 81,650 FY25
Administrator Approval:	Mari Goodridge Miller	Signature Date:	4/19/24

**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	FY25
Total Years of Experience:	28 yrs	Step:	16	Column Placement:	M15
Hourly Rate:	\$	Salary Rate:	\$	Seniority Date:	
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:	\$ 81,319	Contract Days:	190
Teacher: AOE Endorsement:	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO			
If No, Required:	<input 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

Chris Hennessey

Superintendent and/or HR Director Approval Signature

APRIL 24, 2024

Date

# KIMBERLY A. GRIMES

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## PROFILE

National award-winning librarian and skilled collaborator with extensive experience in designing programs that integrate literature, curriculum, information literacy standards, and current trends in technology. Proven expertise in building partnerships with administrators, teachers, parents, students, and the community.

## EDUCATION

**University of Arizona**, Tucson, AZ  
MA/MLS: Information Resources and Library Science

**University of Vermont**, Burlington, VT  
BA: English Minor: French

## PROFESSIONAL EXPERIENCE

**10<sup>th</sup> Grade English Teacher**, University High School, Tucson, Arizona. Recruited by admin to work in English Department for one of the top ranked high schools in the United States. Design and deliver engaging units that are centered on reading complex texts; writing that teaches students to craft sentences based on “mentor” texts, to develop claims, and to defend arguments with evidence and commentary; questioning that focuses on synthesis and evaluation so students learn that asking deep questions leads to deep understanding of the text. 2023 – Present.

**Teacher-Librarian and Technology Liaison**, University High School and Rincon High School, Tucson, Arizona. Created a dynamic 21<sup>st</sup> century library program for 2400 students in one library shared by two high schools (one an admissions based college preparatory school and one focused on general education and underserved students). Implement new library and instructional technologies, collaborate with teachers integrating project based learning into AP, Honors, and standard education classes. Manage a library club and a student run café. Design and maintain website; teach faculty on technology systems. 2014 - 2023.

**Language Arts Teacher**, Magee Middle School, Tucson, Arizona. Taught 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students when district librarians were eliminated for one year. Focus on critical thinking, reading, and writing skills through analysis of nonfiction and fiction texts and use of interactive notebooks. 2013 - 2014.

**Teacher-Librarian and Technology Coordinator**, Alice Vail Middle School, Tucson, Arizona. Responsible for serving 800 students and 30+ staff. Collaborated with classroom teachers, staff, and parents to fulfill ALA’s Standards for 21st Century Learners. Webmaster for school’s and library’s websites. Managed budgets, collection development, databases, hardware and software issues, and worked with district TS personnel to solve issues. 2008 - 2013.

**Teacher-Librarian**, Corbett Elementary School, Tucson, Arizona. Served 630 students and 30+ staff. Developed project based lesson plans through collaboration with teachers; integrated information literacy skills into lesson plans. Wrote and managed several grants, gifts, and school budgets. 1997-2008.

**District Librarian and Technology Coordinator**, Altar Valley School District, Tucson, Arizona. Supervised three assistants and volunteers for two libraries serving three rural schools (PreK-1; 2-5; 6-8). Developed project based instructional units through collaboration with teachers. Wrote library policies and earned three book and technology grants. Oversaw \$250,000 library gift. Procured and installed hardware/software and trained staff on new technologies. 1995 – 1997.

**Teacher-Librarian**, Nogales High School, Nogales, Arizona. Integrated research, information skills, and technology into the curriculum; collaborated with teachers on project based units, including the IB program. Managed library program and two library assistants serving 2000 students and 60+ staff. Co-wrote federal technology grant. 1994 – 1995.

**English Teacher**, Bellows Free Academy, Fairfax, Vermont. Instructed 10<sup>th</sup> and 12<sup>th</sup> grade classes in American, British, and World Literature. Taught the writing process, literary analysis, and research. 1990 – 1993.

## AWARDS AND HONORS:

**Recipient, Martin Luther King, Jr. Award.** Presented by Coaches for Charity at the University of Arizona to a person who exemplifies Dr. King’s values and community involvement.

**Professional Person of the Year**, Tucson Unified School District. Given in honor of a district professional for his/her dedication to students and families.

**Winner, National School Library Media Program of the Year Award**. Given by the American Association of School Libraries to the most outstanding school library program in the United States.

**ALA Leader**, 3M Retreat at Wonewok Lodge in Minnesota. One of only 34 national school library leaders selected by AASL to work on the "Promoting Your Library-Creating Your Five Year Campaign For School Libraries" program.

**Winner, Frances Henne Award**. Given by the American Association of School Librarians to a librarian with less than five years experience who exhibits leadership qualities in the field of school librarianship.

**Profile in *Teacher-Librarian Magazine***.

**Two-Time Recipient, Superintendent's Honor Roll**. Given by the Superintendent in Tucson Unified School District for outstanding service "above and beyond the call of duty."

**Recipient, Readers Are Leaders Grant**. Selected by Arizona PTA and McDonalds.

**Recipient, First Page Literacy Grant**. Granted to promote literacy amongst children. Funded program titled, "Reading Incentive Winners."

**Recipient, Beta Phi Mu International Library Science Honor Society**. Given to outstanding graduates of Master Degree Library Science programs.

#### **PROFESSIONAL/LEADERSHIP ACTIVITIES:**

**President**, School Library Media Division, Arizona Library Association.

**Chairperson**, School Library Media Division. Represented SLMD on Conference Committee for the Arizona Library Association Conference.

**Chairperson**, Membership Committee, Teacher-Librarian Division, Arizona Library Association

**Virtual Member**, ABC/CLEO Leadership Grant, American Library Association

**Consultant**, Institute of Museum and Library Services (IMLS) grant to study teacher and librarian collaboration on Latino students' academic achievement

**Content Area Expert**, Arizona State Board of Education, for establishing objectives and passing standards for Arizona's teacher certification assessments.

# 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:

04/23/2024

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

Name: Jennifer Macri

Location: BCEMS

Submission Date: 4/22/2024

Administrator Action/Checklist Complete: ☒ Y ☐ N

Position: General Music, K-4, Choral

Grade (If Applicable):

Endorsement (If Applicable): 3-12 PreK-12 Music

☐ Hourly-Non Exempt

☐ Salary-Exempt

Hours Per Day: 7.5

Scheduled Hours: 8:15

a.m. to 3:45

p.m.

Account Code: 101-1381-51-11-0-1106-51110

Replacement? ☒ Y ☐ N

If Yes, For Whom? Rob Pettis

Salary Rate: \$

Administrator Approval: Melissa Greenwood

Signature Date: 4/22/2024

**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: 7

Step: 8

Salary Placement: \$

M

Hourly Rate: \$

Salary Rate: \$

Seniority Date:

Contract Type:

☐

Teacher

☐

Para

☐

Replacement

☐

Interim

☐

Offer/Non-Contracted Letters

☐

AFSCME

☐

N/A

Days Per Year:

Salary: \$

64,059

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 and/or HR Director Approval Signature

Date

APRIL 24, 2024

# Jennifer A. Macri

## MA, MT-BC

### OBJECTIVE

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Dynamic and energetic music teacher/board-certified music therapist with 6+ years of experience in education seeking to create a supportive and inclusive learning environment. Musicians will build technical skill, connect with culture and community, discover their creative self, and experience the intrinsic power of music through singing, moving, creating and performing.

### SKILLS

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- Strong vocal/choral experience
- Accompaniment on guitar and piano
- Extensive SEL training and implementation
- Creating a Culturally Responsive Classroom
- STEAM-focused lessons
- Integrating current technological advances
- Recording, editing, and mixing with various recording platforms
- Developing a music curriculum/assessment based upon National Music Standards (NAFME)
- Constructing, organizing and planning performances for various age groups
- Collaborating on a multidisciplinary team to further individual and group needs
- Deepened understanding of child development, psychology, and educational needs for learners with diverse needs
- Conversational Solfege with Orff Schulwerk: Sing, Say, Dance, Play Training
- Preparing students for various performance festivals (NYSSMA, All-County)

### EMPLOYMENT

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#### ***Music Teacher, Tenured***

**Cornwall Elementary, Cornwall Central School District, Cornwall, NY** 9/2017- current  
Elementary General Music K-4, 4th Grade Chorus, 4th Grade Orchestra

#### ***Music Teacher, Leave Replacement***

**Sargent Elementary, Beacon City School District, Beacon, NY** 9/2016 - 6/2017  
Elementary General Music Pre-K-5, Chorus (Gr. 3-5), 5th Grade Band

#### ***Music Therapist***

**Music Conservatory of Westchester, White Plains, NY** 4/2015 - 6/2016  
Group and individual music therapy for diverse adult, teen, and child populations

#### ***Music Therapist***

**Harry H. Gordon School NY League for Early Learning, Bronx, NY** 10/2014 - 6/2016  
Group music therapy and music performance for children 2-5 with developmental delays

**Program Assistant****SPARC of Westchester**, Westchester, NY

9/2014 - 9/2015

Socialization group for adults with developmental disabilities

**Piano Instructor****Private Lessons (Grade School)**, New York, NY

9/2013 - 6/2014

**Teacher Assistant/After-school Music Sessions****JBFCs Child Development Center Therapeutic Nursery**, New York, NY

10/2010 - 1/2013

Assistant Teacher for children 3-5 with developmental delays; led group music sessions for students after-school

**EDUCATION**

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**New York University**, New York, NY

Jan 2015

Master of Arts Degree in Music Therapy

GPA: 4.0

**SUNY Potsdam, The Crane School of Music**, Potsdam, NY

May 2010

Bachelor of Music in Music Education (K-12), *Summa Cum Laude*

Concentration: Music in Special Education

GPA: 3.7

**PROFESSIONAL CERTIFICATION**

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**Vermont Level I Teaching Certification (Pending Fingerprinting Verification)** *est. Feb 2023***New York State Professional Teaching Certification***Dec 2019***New York State Initial Teaching Certification***Sep 2015***National Board Certification- Certification Board for Music Therapists***June*

2014

**Bonny Method of Guided Imagery and Music (GIM) Level I***May 2012***LEADERSHIP**

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- Co-facilitator of NYU Creative Arts Therapies Day
- Leader of "Adolescents with Sickle Cell Disease Support Group"
- Presented "Vocal Play: Using vocal techniques in the classroom to promote communication"
- Presented "Caring for the Caregiver: Promoting Self-Care for Staff"
- Developed youtube data bank for teachers and staff to add, edit, and utilize musical resources

**AWARDS**

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- Tenure 2021
- President's List
- Summa Cum Laude Honors Recipient
- Phi Eta Sigma National Honor Society

# 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:

FY25

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

Name: Andra Mills

Location: BSU

Submission Date: 4/17/2024

Administrator Action/Checklist Complete: ☒ Y ☐ N

Position: PreK-8 Instructional Coach

Grade (If Applicable):

Endorsement (If Applicable): 1-00 (K-6) & 8-82 (K-8 SE)

☐ Hourly-Non Exempt ☒ Salary-Exempt

Hours Per Day:

Scheduled Hours:

a.m. to

p.m.

Account Code: 245.3097.19.11.4.1101.51110.000000

Replacement? ☒ Y ☐ N

If Yes, For Whom? Karen Heath

Salary Rate: \$ 81,650 FY25

Administrator Approval: Karen Fredericks

Signature Date: 4/17/2024

**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 FY25

Total Years of Experience:

14

Step:

15

Salary Column Placement: \$

M+30

Hourly Rate: \$

Salary Rate: \$

Seniority Date:

Contract Type:



Teacher



Para



Replacement



Interim



Offer/Non-Contracted Letters



AFSCME



N/A

Days Per Year:

190

Salary: \$

81,650 FY25

Contract Days:

190

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

Chris Jennersey

Superintendent and/or HR Director Approval Signature

APRIL 19, 2024

Date



# ANDRA MILLS

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## EXPERIENCE

**JULY 2022- PRESENT**

**NATIONAL LETRS PROFESSIONAL LEARNING FACILITATOR**

- provide professional learning, consultation, and follow-up services for teachers in-person and on-line
- attend continuous professional learning opportunities led by leaders in the field of literacy
- facilitate the attendance of individuals at a professional learning session
- complete post-event reports
- attend Literacy Symposiums webinars and complete follow-up quizzes

**AUGUST 2016-JULY 2019, AUGUST 2020-JUNE 2022**

**READING AND MATH INTERVENTIONIST, TUNBRIDGE CENTRAL SCHOOL**

- work one-on one, with small groups, and in the classroom with students for all levels of instruction
- review assessments and align teaching techniques according to results
- establish positive relationships with students, fellow teachers, and school administrators
- provide support and coaching to classroom teachers
- collect data and provide written and oral reports
- participate and provide evidence at IEP and EST meetings

**AUGUST 2019 – JUNE 2020**

**THIRD GRADE TEACHER, TUNBRIDGE CENTRAL SCHOOL**

- perform all classroom teacher duties

**June 2017-August 2021**

**INSTRUCTOR, NATIONAL INSTITUTE FOR LEARNING DEVELOPMENT**

- provide instruction to educators for NILD's Search and Teach Program, an early intervention for children ages 5-7
- provide instruction to educators for NILD's RX 4 Discovery Math Program, a small group intervention for students in grades k-6 whose math skills are below standards

**September 2011-June 2015**

**1<sup>st</sup>-3<sup>rd</sup> GRADE TEACHER, RANDOLPH EDUCATIONAL RESOURCE CENTER**

- performed all classroom teacher duties

**August 2007-June 2011**

**2<sup>nd</sup>/3<sup>rd</sup> GRADE TEACHER, MID-VERMONT CHRISTIAN SCHOOL**

-performed all classroom teacher duties

## EDUCATION

**JUNE 2022**

**ED.S. BAY PATH UNIVERSITY**

4.0 GPA, Reading and Literacy Instruction

Coursework aligned with the Science of Reading

Completed Associate Level training in Orton-Gillingham

**DECEMBER 2015**

**M.ED. REGENT UNIVERSITY**

4.0 GPA, focus in National Institute for Learning Development Educational Therapy

Coursework in mediated learning

Orton-Gillingham-based structured literacy

**MAY 2007**

**BA ELEMENTARY EDUCATION, JOHNSON STATE COLLEGE**

4.0 GPA

Endorsements in Elementary Education and Special Education

**MAY 1993**

**BA MUSIC, ITHACA COLLEGE**

Minor in French

## SKILLS

- Structured Language/Dyslexia Specialist
- Associate Level for Orton-Gillingham Academy
- Experience modeling and coaching using best research-based practices
- Professionally Certified Educational Therapist through the National Institute for Learning Development
- Experience working with children having difficulty learning
- Experienced with MTSS
- Enjoy working collaboratively
- Experienced with psycho-educational reports and assessments
- Coaching experience
- Currently a doctoral candidate at Bay Path University in the EdD in Higher Educational Leadership and Organization Studies; expected graduation date of 10/2024

## REFERENCES

Michael Livingston, former principal at Tunbridge Central School  
802-552-9755

Kerilyn Ganzenmuller, speech pathologist for White River Supervisory Union

# 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:

FY25

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

Name: Grace Ulrich

Location: BTMES

Submission Date: 04/10/2024

Administrator Action/Checklist Complete: ☒ Y ☐ N

Position: Teacher

Grade (If Applicable): 2

Endorsement (If Applicable): 14-36 (ECE PK-3)

☐ Hourly-Non Exempt ☒ Salary-Exempt

Hours Per Day: 7.5

Scheduled Hours: 7:30

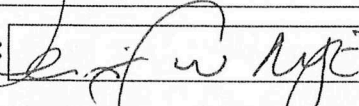
a.m. to 3:00 p.m.

Account Code: 101-1020-51-11-0-1101-510310

Replacement? ☒ Y ☐ N

If Yes, For Whom? Rebecca Henry

Salary Rate: \$ 67,157 FY25

Administrator Approval: 

Signature Date: 4.10.24

**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 FY25

Total Years of Experience: 1

Step: 2

Column Placement: \$ B

Hourly Rate: \$

Salary Rate: \$

Seniority Date:

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

☐ AFSCME ☐ N/A

Days Per Year: 190

Salary: \$ 46,136 FY25

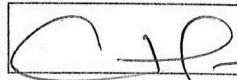
Contract Days: 190

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



4.15.24

Superintendent and/or HR Director Approval Signature

Date

# Grace Ulrich

## EDUCATION & CERTIFICATIONS

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**Juniata College**, B.S. in PreK-4th Grade and Special Education PreK-8th Grade  
**Responsive Classroom**, Elementary Core Course

**May 2021**  
**July 2023**

## PROFESSIONAL EXPERIENCE

---

**Rochester Elementary School | Rochester, VT**

**2nd/3rd MULTI-AGE CLASSROOM TEACHER**

**August 2023 - Present**

- Led a blended class of 20 second and third grade students in literacy, math, science, and humanities.
- Taught group literacy to 1st through 4th grade leveled readers using the Reading Mastery curriculum.
- Using the Bridges Math curriculum, delivered hands-on and engaging mathematics lessons.
- Implemented Responsive Classroom strategies and procedures including community building morning meetings, movement breaks, daily quiet time, and used logical consequences.
- Planned lessons using the backwards design and differentiated instruction based on formative and summative assessments.
- Developed easily implemented individualized behavior support plans based on student's function of behavior in collaboration with the PBIS team.
- Supplemented in classroom learning through enriching field trips to community locations.

**Mosaic Learning Center | Colchester, VT**

**CURRICULUM AND OPERATIONAL SPECIALIST**

**August 2022 - June 2023**

- Introduced the use of G-suite to tailor Mosaic's teaching to various learning styles of students, connect their interests to current events, increase effective engagement, and develop lessons using a strengths-based approach.
- Co-collaborated with the special educator to customize 6 student's daily academic programming, each customized using the backwards design to meet IEP goals.
- Designed and implemented streamlined digital data collection using Google Sheets for 800+ daily behavioral data sheets to track the progress against student behavior and program goals. This also closed qualitative and quantitative feedback loops to foster collaboration, increased transparency between colleagues, and decreased time spent inputting behavior data values.
- Prepared lessons and ensured timely access to necessary materials to support each child's individual learning needs, especially in Math and Literacy Groups.

**BEHAVIORAL INTERVENTIONIST**

**August 2021- August 2022**

- Navigated varied special needs including ODD, ADHD, anxiety, autism, Down Syndrome, mood disorder and traumas.
- Worked one-on-one with students ranging from ages 8 to 16 to support their intense needs as specified by their PBSP and facilitated their individualized learning programs.
- Completed 400+ Homeschool journals outlining a highlight of the day, work/activities that were completed and challenging situations. These are all used to keep families and students' sending schools in the communication loop.
- Collaborated within a "pod" of teachers daily to ensure PBSP and academic program information was up to date and current to promote consistency among team members.
- Antecedently organized classrooms for each student, based on their individual needs, to ensure a safe, playful and respectful space.

## **Southside Elementary School | Huntingdon, PA**

### **2ND GRADE STUDENT TEACHER**

**January - March 2021**

- Taught 12 second graders virtually over zoom, in a hybrid model, and 100% in person, adapting to ensure everyone's health and safety during the COVID-19 pandemic remained a prioritized objective.
- Created and implemented classroom management techniques and incentive systems to increase positive student behaviors.
- Facilitated 12 Fountas & Pinnell Running Records assessments to individually evaluate students reading accuracy levels, ensuring they received appropriate guided reading leveled instruction and tailored support.
- Designed and taught unit plans for writing and science using inquiry-based teaching to make real-world connections through exploration and high-level questioning.
- Produced weekly newsletters for families to see "A Peek at our Week". These highlighted what students were learning in core subjects, shared current sight words, and informed families of the weekly special to generate conversation and connection at home.

## **Juniata Valley Elementary School | Alexandria, PA**

### **AUTISM SUPPORT CLASSROOM STUDENT TEACHER**

**March 2021 - May 2021**

- Taught 10+ individualized reading and math programs, utilizing manipulatives to encourage relatable and hands on learning
- Built relationships with students identified as autistic, ID, SLD, OHI, and ED.
- Facilitated positive reinforcement plans to increase target student behavior.
- Aided in the writing of 3 IEPs using IEPWriter, supported by data collected daily regarding student progress.
- Volunteered to create a schoolwide video to celebrate the 2<sup>nd</sup> annual international SEL Day, featuring 150+ students and faculty.

## **PRACTICUM EXPERIENCE**

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### **Juniata's Early Childhood Education Center, *Preschool* | Huntingdon, PA**

**February 2020 - May 2020**

- Wrote a case study on a preschool learner based off of the *Teaching Strategies* GOLD Assessment System to assess the whole child's development. This entailed observation, anecdotal jots, and home visits.
- Planned and led circle time incorporating music to engage young learners.
- Designed and decorated a dramatic play area in the center to promote imaginative play and corresponding children's literature.

### **Southside Elementary School, *Kindergarten Class* | Huntingdon, PA**

**February 2019 - May 2019**

- Engaged Kindergarten readers in a spring themed "book box" to foster their love for books. This week-long activity included role play, writing a daily letter to the class, sending in a decorated box of spring themed books to browse, and a class visit to conclude the activity with a science lesson.

## **CURRICULUMS & TECHNOLOGY**

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**Curriculum:** Bridges Math Learning Center, Reading Mastery, Spelling Mastery, Unique Learning Systems (ULS), Heggerty phonics, Foundations, Benchmark Guided Reading, Fountas, Pinnell Running Records, Leveled Literacy Intervention, PCI Reading, Go Mat, Connecting Math, Kinder Math, Second Step, and GOLD

**Technology:** Microsoft Suite, G Suite, Zoom, iMovie, Pear Deck, Padlet, Flipgrid, Brightwheel, Seesaw, Class Dojo, Canva



**ACTION ITEM BRIEFING MEMO  
BUUSD BOARD AGENDA ITEM  
BOARD AGENDA: (enter date)**

**Agenda Section/Item No (please add item # below)**

**Consent - Item No: \_\_\_\_\_ Discussion - Item No: \_\_\_\_\_ Action - Item No: \_\_\_\_\_**

**AGENDA ITEM DESCRIPTION: Unfinished Business**

**SUBJECT: Administrative letters of Resignation**

**SUBMITTING STAFF PERSON or BOARD MEMBER: Alice S. Farrell**

**RECOMMENDED ACTION/MOTION: The motion is made to accept the following letters of resignation, collectively or independently, from administrative staff members:**

**Chris Hennessey, Superintendent of Schools dated March 6, 2024;  
Luke Aither, Spaulding High School Principal dated March 6, 2024  
Stacey Anderson, Director of Student Services dated March 11, 2024  
Jennifer Nye, BTMES Co-Principal dated March 21, 2024;  
Karen Fredericks, Director of Curriculum and Instruction dated March 27, 2024  
Emmanuel Ajanma dated March 29, 2024**



# **BUUSD**

## ***Barre Unified Union School District***

### **ACTION ITEM BRIEFING MEMO BUUSD BOARD MEETING AGENDA ITEM BUUSD BOARD MEETING AGENDA: May 8, 2024**

**Consent Item No.:** 6.5 **Discussion Item No.**      **Action Item No.**     

**AGENDA ITEM DESCRIPTION(How the item shall appear on the agenda):**

Teacher Appreciation Breakfast Approval

**SUBJECT(Explain what the item is):**

Approve the teacher appreciation breakfast expenditure.

**SUBMITTING STAFF PERSON or COMMITTEE MEMBER:**

Michael Boutin

**RESOURCES NEEDED INCLUDING STAFF TIME:**

Current budgeted expenses of the annual teacher appreciation continental spread and \$2,500 of the stipend donated by Board Director Michael Boutin

**STAFF RECCOMENDATION:**

Approve the Teacher Appreciation Breakfast

**DESIRED OUTCOME(What is the purpose of this item):**

To allow the board the approve the teacher appreciation breakfast

**BACKGROUND/SUPPLEMENTAL INFORMATION(If there is an background/history regarding it please advise):**

In 2023, board director Michael Boutin asked the board to allocate his stipend to an event to benefit the BUUSD staff and to work the details out with Carol Marold. There was mention of a breakfast for teachers during the teacher appreciation week. The chair reached out to Carol and Chris and reminded them that the stipend is available to use in conjunction with the current budgeted amount. He asked if they could do a full breakfast. Staff put things together and Chris was fine with the result. The board chair notified the board of this great opportunity to be a blessing to the staff and to show support and bring back a great tradition of having breakfasts during Teacher Appreciation Week. Hopefully board members can come and serve food.

**LINK(S):**

**ATTACHMENTS:**

PDF of emails regarding this event

**INTERESTED/AFFECTED PARTIES:**

BUUSD Staff

**RECOMMENDED ACTION/MOTION:**

Make a motion to approve the Teacher Appreciation Breakfast and use Michael Boutin's board director stipend to help pay for the expense, and to note that this is a token of the board's appreciation for all the hard work that BUUSD staff do every day.





Michael Boutin &lt;mboutin@buusd.org&gt;

---

**Teacher Appreciation Week**

5 messages

**Michael Boutin** <mboutin@buusd.org>

Mon, Apr 29, 2024 at 6:38 PM

To: BUUSD Board &lt;buusd-board@buusd.org&gt;, Chris Hennessey &lt;chennbsu@buusd.org&gt;, Tina Gilbert &lt;tgilbbsu@buusd.org&gt;, Carol Marold &lt;cmarobsu@buusd.org&gt;, Lisa Perreault &lt;lperrbsu@buusd.org&gt;

Good Evening,

I just wanted to send out an email explaining the genesis of the Teacher Appreciation breakfast over a continental spread.

On March 19, the Student Council President reached out to me to ask about teacher appreciation and if we were doing anything. I emailed back but never got a response. However, on April 11th, I notified the board that they should mark their calendars. At that time I reached out to Carol and Chris and asked about the Teacher Appreciation week and asked that we do a full breakfast spread. It appears that on April 10th Natalie asked for a quote from Lexington. I was in central office a lot that week and at SHS as well, so it is possible we briefly discussed. Sadly, I have no documentation. She might have requested it because I expressed interest in a breakfast as I was walking out of the office. On April 15th I emailed Chris, Carol and Lisa reminding them of the additional funds from my board stipend. On April 20th I emailed Chris the quote and made a request/suggestion. Then came the emails regarding scheduling and so forth.

That being said, a few things... sometimes I forget who I email and when I email them, which causes duplicates, hence why the attached PDF is a bit convoluted and I apologize to those that received those duplicates. Also, I would say the emails were lobbying admin to kick it up to a full breakfast. At the end of the day I tried my best to not cross any lines but some could say I did. However, I believe I had every right to do so as on September 13th, 2023, I made a motion to allocate my stipend to benefit staff and allow me to work details out with Carol. The motion passed 5 to 3.

Based on that September 13th board decision, I believe I was within my authority to be involved with the breakfast plans. Carol was part of the initial conversation which shifted to Chris and Tina. Please note that Chris was involved with the whole process and he has authority to do this as well and could have told me to discontinue at any time. If there are any additional questions or concerns I would suggest having a discussion at a meeting versus emails on this topic. If anyone wishes to discuss this further please let me know by 12pm tomorrow. Otherwise, I will assume there is no interest in discussing further and for transparency I can just have this email added to the Friday addendum.

--

Michael Boutin  
BUUSD School Board Director  
5 Hillside Ave  
Barre, VT 05641  
802-272-2858

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**Barre Unified Union School District Mail - Teacher Appreciation Week.pdf**  
13205K

**Terry Reil** <treil@buusd.org>

Mon, Apr 29, 2024 at 8:06 PM

To: Michael Boutin &lt;mboutin@buusd.org&gt;

Cc: BUUSD Board &lt;buusd-board@buusd.org&gt;, Chris Hennessey &lt;chennbsu@buusd.org&gt;, Tina Gilbert &lt;tgilbbsu@buusd.org&gt;, Carol Marold &lt;cmarobsu@buusd.org&gt;, Lisa Perreault &lt;lperrbsu@buusd.org&gt;

Michael - This does need to be discussed because the overarching issue here is you continue to make decisions independently of and on behalf of the board. The board makes decisions and speaks as a whole. No one board member speaks for or makes decisions for the board, including the chair.

Reviewing the meeting video you referenced, you are correct in the language that was approved at the time. That however, does not grant you autonomy of the board nor authority to make a decision for the board.

Thank you,

**Terry Reil**

BUUSD Board Member for Barre Town

[treil@buusd.org](mailto:treil@buusd.org)

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[Quoted text hidden]

---

**mboutin@buusd.org** <mboutin@buusd.org>

Mon, Apr 29, 2024 at 9:35 PM

To: treil@buusd.org, treil@buusd.org

Your message

To: [treil@buusd.org](mailto:treil@buusd.org)

Subject: Re: Teacher Appreciation Week

Sent: 4/29/24, 8:06:26 PM AST

was read on 4/29/24, 9:35:19 PM AST

---

**Michael Boutin** <mboutin@buusd.org>

Mon, Apr 29, 2024 at 10:36 PM

To: Giuliano Cecchinelli &lt;gcecchinelli@buusd.org&gt;, Sonya Spaulding &lt;sspaulding@buusd.org&gt;, Chris Hennessey &lt;chennbsu@buusd.org&gt;, Tina Gilbert &lt;tgilbbsu@buusd.org&gt;

Tomorrow during our meeting I would like to discuss warning a meeting for Thursday night at 7pm with

Two agenda items

"Chair's Conduct"

"Approval of a breakfast for Teacher's Appreciation Week"

[Quoted text hidden]

---

**Michael Boutin** <mboutin@buusd.org>

Tue, Apr 30, 2024 at 8:06 AM

Draft

----- Forwarded message -----

From: **Michael Boutin** <mboutin@buusd.org>



Michael Boutin &lt;mboutin@buusd.org&gt;

---

**School Board Teacher Appreciation**

2 messages

**Isabella Cecchinelli** <25isacecch@buusd.org>

Tue, Mar 19, 2024 at 12:45 PM

To: Michael Boutin &lt;mboutin@buusd.org&gt;

Hi Michael,

Normally during teacher appreciation week the school board helps out one the days a provides something for the teacher. This year teacher appreciation week falls on the week we get back from April break starting on April 29th.

I wanted to reach out to you on behalf of Student Council and ask if the school board would be willing to take Monday April 29th and do something for the teachers?

The theme this year is Vermont and Student Council is already doing maple syrup!

I hope to hear from you soon  
Bella,

---

Bella Cecchinelli  
Student Council President  
Pronouns: They/Them/Theirs

---

**Michael Boutin** <mboutin@buusd.org>

Tue, Mar 19, 2024 at 8:36 PM

To: Isabella Cecchinelli &lt;25isacecch@buusd.org&gt;

Isabella,

What do you have in mind?

-Michael Boutin

[Quoted text hidden]

--

Michael Boutin  
BUUSD School Board Director  
5 Hillside Ave  
Barre, VT 05641  
802-272-2858  
Facebook.com/boutinforbarre

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Michael Boutin &lt;mboutin@buusd.org&gt;

---

**Teacher Appreciation Week**

5 messages

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**Michael Boutin** <mboutin@buusd.org>  
To: BUUSD Board <buusd-board@buusd.org>

Thu, Apr 11, 2024 at 10:43 PM

I was contacted by a member of the student body about doing something for the teachers on Teacher Appreciation week. Traditionally, it is a breakfast. I don't know any of the details but my suspicion is that it would be Monday May 6 through Thursday May 9, in the morning. I ask folks to consider noting it on the calendar. It is a great opportunity to get to know staff. Once I get more details I will let you know.

--  
Michael Boutin  
BUUSD School Board Director  
5 Hillside Ave  
Barre, VT 05641  
802-272-2858  
Facebook.com/boutinforbarre

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**Alice Farrell** <afarrell@buusd.org>  
To: Michael Boutin <mboutin@buusd.org>

Thu, Apr 11, 2024 at 11:14 PM

Teachers have been rather unsatisfied with the stand around coffee and bagels that we have been offered by administration as an appreciation opportunity over the last three years. In the past, we had a sit down, eggs, bacon, pancakes breakfast where we, board members, had an opportunity to not only serve the breakfast but join in conversation with staff. I believe we should return to the more formal "appreciation" breakfast regardless of cost, which has been the excuse for just bagels and coffee in the teachers' lounge. Alice

[Quoted text hidden]

---

**Sonya Spaulding** <sspaulding@buusd.org>  
To: Michael Boutin <mboutin@buusd.org>

Fri, Apr 12, 2024 at 7:14 AM

We should loop Chris in bc he usually helps us with arrangements

On Thu, Apr 11, 2024 at 10:43 PM Michael Boutin <mboutin@buusd.org> wrote:

[Quoted text hidden]

---

**Michael Boutin** <mboutin@buusd.org>  
To: Sonya Spaulding <sspaulding@buusd.org>

Fri, Apr 12, 2024 at 7:30 AM

Sonya,

I did that last night right after I sent this email. I didn't want him to respond to the email and violate the OML so I sent it separately. :)

[Quoted text hidden]

---

**Sonya Spaulding** <sspaulding@buusd.org>  
To: Michael Boutin <mboutin@buusd.org>

Fri, Apr 12, 2024 at 8:14 AM

Great! Thank you!

[Quoted text hidden]



Michael Boutin &lt;mboutin@buusd.org&gt;

## Teacher Appreciation

3 messages

**Michael Boutin** <mboutin@buusd.org>

Thu, Apr 11, 2024 at 11:01 PM

To: Chris Hennessey &lt;chennbsu@buusd.org&gt;, Carol Marold &lt;cmarobsu@buusd.org&gt;

Good evening,

I was contacted by Isabella Cecchinelli about doing something for Teacher's Appreciation week. I replied but she has not gotten back to me. I would like to know what, if anything, is being done. I would like to give the board some time to request time off if needed. If there is something happening, can you advise what? If nothing is there a possibility to maybe do a breakfast spread. Either have the food service folks do it or you could reach out to Delicate Decadence. They can cater breakfast. I want to note that I donated my \$2,000 stipend last year for this purpose. It is not a lot of money, but it is a little more than what you usually have. So I have to wonder if we could do a spread for it. Maybe instead of doing something at each school and instead do it at BCEMS or BTEMS for all? Either way, I just want to know what is happening. Thank you.

Michael Boutin  
BUUSD School Board Director  
5 Hillside Ave  
Barre, VT 05641  
802-272-2858  
Facebook.com/boutinforbarre

This is where I asked Carol and Chris to do a breakfast the first time.

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**Carol Marold** <cmarobsu@buusd.org>

Fri, Apr 12, 2024 at 1:57 PM

To: Michael Boutin &lt;mboutin@buusd.org&gt;

Cc: Chris Hennessey &lt;chennbsu@buusd.org&gt;

Hi Michael,

I am going to ask the principals. We do not have anything district-wide that we do. In some cases, the PTO does something. Mari, Brenda, Jen, and Erica can you chime in here?

Thanks

~Carol

[Click Here for BUUSD Job Opportunities](#)

**Carol Marold, SHRM-SCP (she/her)**  
**Director of Human Resources**  
**Barre Unified Union School District**  
**120 Ayers Street**  
**Barre, VT 05641**  
**Phone - (802) 476-5011 x1001**  
**Fax - (802) 419-3500**

[Quoted text hidden]

**Chris Hennessey** <chennbsu@buusd.org>

Sun, Apr 14, 2024 at 5:29 PM

To: Carol Marold <cmarobsu@buusd.org>

Cc: Michael Boutin <mboutin@buusd.org>

Hi, Carol, the principals weren't on your reply, but we'll have this on our agenda for Wednesday. Michael, Teacher Appreciation week is May 6-10. We'll keep you posted. 🍷

[Quoted text hidden]

--

[Carol and Chris took it from here.](#)

Chris Hennessey  
Superintendent of Schools  
Barre Unified Union School District  
120 Ayers Street  
Barre, VT 05641  
(802) 476-5011 ext. 1017

Michael Boutin <[mboutin@buusd.org](mailto:mboutin@buusd.org)>

---

**Fwd: [EXTERNAL] quote**

2 messages

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**Natalie Soffen** <[nsoffshs@buusd.org](mailto:nsoffshs@buusd.org)>  
To: Michael Boutin <[mboutin@buusd.org](mailto:mboutin@buusd.org)>

Mon, Apr 15, 2024 at 3:24 PM

Hi Michael,

Sorry for the delay but I did get a quote from Moncia for full breakfast for teacher appreciation week. We have approximately 120-125 faculty and staff here at Spaulding.

**Breakfast Buffet -**

Scrambled Eggs, Sausage, French Toast, Breakfast Potatoes, Fresh Fruit ,Assorted muffins  
Fresh Brewed Coffee, Tea, Chilled Assorted Juices  
**\$8.00 per person**

----- Forwarded message -----

From: **Monica Tolman** <[monica.tolman@lexingtonindependents.com](mailto:monica.tolman@lexingtonindependents.com)>  
Date: Mon, Apr 15, 2024 at 2:31 PM  
Subject: Re: [EXTERNAL] quote  
To: Natalie Soffen <[nsoffshs@buusd.org](mailto:nsoffshs@buusd.org)>

**Breakfast Buffet -**

Scrambled Eggs, Sausage, French Toast, Breakfast Potatoes, Fresh Fruit ,Assorted muffins  
Fresh Brewed Coffee, Tea, Chilled Assorted Juices  
**\$8.00 per person**

**Sorry I totally forgot to send to you.**

---

**From:** Natalie Soffen <[nsoffshs@buusd.org](mailto:nsoffshs@buusd.org)>  
**Sent:** Wednesday, April 10, 2024 2:54 PM  
**To:** Monica Tolman <[monica.tolman@lexingtonindependents.com](mailto:monica.tolman@lexingtonindependents.com)>  
**Subject:** [EXTERNAL] quote

---

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Hi Monica,

Would you be able to give me that breakfast quote tomorrow? I just want to make sure I get it to the board chair!

Thanks  
Natalie

--

Natalie Soffen  
Spaulding High School  
[155 Ayers St.](#)  
[Barre, VT. 05641](#)  
(802) 476-4811  
[nsoffshs@buusd.org](mailto:nsoffshs@buusd.org)



--

Natalie Soffen  
Spaulding High School  
[155 Ayers St.](#)  
[Barre, VT. 05641](#)  
(802) 476-4811  
[nsoffshs@buusd.org](mailto:nsoffshs@buusd.org)

**Michael Boutin** <[mboutin@buusd.org](mailto:mboutin@buusd.org)>

Mon, Apr 15, 2024 at 3:29 PM

To: Chris Hennessey <[chennbsu@buusd.org](mailto:chennbsu@buusd.org)>, Carol Marold <[cmarobsu@buusd.org](mailto:cmarobsu@buusd.org)>, Lisa Perreault <[lperrbsu@buusd.org](mailto:lperrbsu@buusd.org)>

Good afternoon,

Please see the quote below. I want to remind folks that I went through the protracted process of getting my stipend allocated to a breakfast. The stipend is \$2,000 and I assume there is money in the budget for the the normal breakfast. Can we add it together to make this happen?

-Michael

[Quoted text hidden]



Michael Boutin &lt;mboutin@buusd.org&gt;

---

**Teacher Appreciation Week**

6 messages

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**Michael Boutin** <mboutin@buusd.org>  
To: BUUSD Board <buusd-board@buusd.org>

Sat, Apr 20, 2024 at 9:19 PM

Just want to let everyone know we are still hammering out the details, but it looks like Barre Town will be Monday morning, Barre City will be on Tuesday, and SHS and SEA have not made a decision yet as to Wednesday or Thursday.

We got the quote below for a full breakfast. But just reminding folks, if you can, set some time aside to be there in the morning.

**Breakfast Buffet -**

Scrambled Eggs, Sausage, French Toast, Breakfast Potatoes, Fresh Fruit ,Assorted muffins  
Fresh Brewed Coffee, Tea, Chilled Assorted Juices  
**\$8.00 per person**

--  
Michael Boutin  
BUUSD School Board Director  
5 Hillside Ave  
Barre, VT 05641  
802-272-2858

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**Alice Farrell** <afarrell@buusd.org>  
To: Michael Boutin <mboutin@buusd.org>

Sat, Apr 20, 2024 at 9:35 PM

Dates of those days? asf  
[Quoted text hidden]

---

**Michael Boutin** <mboutin@buusd.org>  
To: BUUSD Board <buusd-board@buusd.org>

Sat, Apr 20, 2024 at 9:57 PM

Whoops, I forgot to put the dates. Teacher's Appreciation week is May 6th through May 10th. I have asked that we get a calendar invite once the details are locked down. :)

-Michael Boutin  
[Quoted text hidden]

---

**Michael Boutin** <mboutin@buusd.org>  
To: Alice Farrell <afarrell@buusd.org>

Sat, Apr 20, 2024 at 9:57 PM

Good catch!

[Quoted text hidden]

---

**Terry Reil** <treil@buusd.org>  
To: Michael Boutin <mboutin@buusd.org>  
Cc: BUUSD Board <buusd-board@buusd.org>

Mon, Apr 29, 2024 at 8:55 AM

When was this discussed and agreed upon by the board?

Thank you,

**Terry Reil**

BUUSD Board Member for Barre Town

[treil@buusd.org](mailto:treil@buusd.org)

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[Quoted text hidden]

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**mboutin@buusd.org** <mboutin@buusd.org>  
To: treil@buusd.org, treil@buusd.org

Mon, Apr 29, 2024 at 5:11 PM

Your message

To: [treil@buusd.org](mailto:treil@buusd.org)

Subject: Re: Teacher Appreciation Week

Sent: 4/29/24, 8:55:16 AM AST

was read on 4/29/24, 5:11:02 PM AST

Michael Boutin <[mboutin@buusd.org](mailto:mboutin@buusd.org)>

---

**Fwd: Teacher appreciation week**

7 messages

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**Tina Gilbert** <[tgilbbsu@buusd.org](mailto:tgilbbsu@buusd.org)>

Thu, Apr 18, 2024 at 8:27 AM

To: Michael Boutin <[mboutin@buusd.org](mailto:mboutin@buusd.org)>Cc: Sonya Spaulding <[sspaulding@buusd.org](mailto:sspaulding@buusd.org)>, Giuliano Cecchinelli II <[gcecchinelli@buusd.org](mailto:gcecchinelli@buusd.org)>, Chris Hennessey <[chennbsu@buusd.org](mailto:chennbsu@buusd.org)>

FYI - Staff Appreciation Week - BC would like the Board Breakfast on Tuesday (see Brenda's email below). I think BT is still waiting for an answer on their day as well. SHS/SEA?? Tina

----- Forwarded message -----

From: **Brenda Waterhouse** <[bwatebce@buusd.org](mailto:bwatebce@buusd.org)>

Date: Wed, Apr 17, 2024 at 12:05 PM

Subject: Teacher appreciation week

To: Chris Hennessey <[chennbsu@buusd.org](mailto:chennbsu@buusd.org)>, Tina Gilbert <[tgilbbsu@buusd.org](mailto:tgilbbsu@buusd.org)>, Monica Tolman <[monica.tolman@lexingtonindependents.com](mailto:monica.tolman@lexingtonindependents.com)>

If BC could have the board breakfast on Tuesday morning, that would be great! Thank you!!!

Brenda

Sent from my iPhone

--

**Tina M. Gilbert**

Executive Assistant to the Superintendent

Barre Unified Union School District

[120 Ayers Street](#)[Barre, VT 05641](#)

802-476-5011 ext. 1015

email: [tgilbbsu@buusd.org](mailto:tgilbbsu@buusd.org)

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**Chris Hennessey** <[chennbsu@buusd.org](mailto:chennbsu@buusd.org)>

Thu, Apr 18, 2024 at 9:51 AM

To: Tina Gilbert <[tgilbbsu@buusd.org](mailto:tgilbbsu@buusd.org)>Cc: Michael Boutin <[mboutin@buusd.org](mailto:mboutin@buusd.org)>, Sonya Spaulding <[sspaulding@buusd.org](mailto:sspaulding@buusd.org)>, Giuliano Cecchinelli II <[gcecchinelli@buusd.org](mailto:gcecchinelli@buusd.org)>

Hi, I know BT is looking to go with Monday. With BC on Tuesday, we should reach out to SHS and SEA for Wednesday and Thursday.

[Quoted text hidden]

--

Chris Hennessey

Superintendent of Schools

[Barre Unified Union School District](#)[120 Ayers Street](#)

Barre, VT 05641  
(802) 476-5011 ext. 1017

---

**Sonya Spaulding** <sspaulding@buusd.org>

Thu, Apr 18, 2024 at 10:45 AM

To: Chris Hennessey <chennbsu@buusd.org>

Cc: Tina Gilbert <tgilbbsu@buusd.org>, Michael Boutin <mboutin@buusd.org>, Giuliano Cecchinelli II <gcecchinelli@buusd.org>

Are we also going to do something at Central Office, like we did last year?

[Quoted text hidden]

---

**Michael Boutin** <mboutin@buusd.org>

Sat, Apr 20, 2024 at 9:32 PM

To: Chris Hennessey <chennbsu@buusd.org>

Cc: Tina Gilbert <tgilbbsu@buusd.org>, Sonya Spaulding <sspaulding@buusd.org>, Giuliano Cecchinelli II <gcecchinelli@buusd.org>

Chris,

To be clear, this is not a directive. Rather a suggestion/request in the form of a directive. lol.

Natalie Soffen reached out to Monica Tolman at Lexington and got a quote which is below for a full spread breakfast. We have \$2,000 which was my stipend to help pay. I'd like to see us make this happen. Can you delegate this to someone to pull it all together? Also please have that person send meeting invites so everyone has it on their calendar. We are getting very close to the time on this and I am not sure where we are in the process.

### **Breakfast Buffet -**

Scrambled Eggs, Sausage, French Toast, Breakfast Potatoes, Fresh Fruit ,Assorted muffins

Fresh Brewed Coffee, Tea, Chilled Assorted Juices

**\$8.00 per person**

On Thu, Apr 18, 2024 at 9:51 AM Chris Hennessey <chennbsu@buusd.org> wrote:

[Quoted text hidden]

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Michael Boutin  
BUUSD School Board Director  
5 Hillside Ave  
Barre, VT 05641  
802-272-2858

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---

**Tina Gilbert** <tgilbbsu@buusd.org>

Sun, Apr 21, 2024 at 9:28 AM

To: Michael Boutin <mboutin@buusd.org>

Cc: Chris Hennessey <chennbsu@buusd.org>, Sonya Spaulding <sspaulding@buusd.org>, Giuliano Cecchinelli II <gcecchinelli@buusd.org>

Hi Michael,

I can get this set up. Just a few clarifying questions. Staff Appreciation week is 5/6 - 5/10.

Are you looking for the breakfast buffet at every school BT, BC, SHS, SEA?  
Schedule: BT - Monday, BC - Tuesday, SHS - Wednesday, SEA - Thursday?  
When you refer to sending a meeting invite to everyone are you talking Board members?

I can work with Monica at Lexington to figure the best times each morning per school unless someone has that info already.

Tina

[Quoted text hidden]

---

**Michael Boutin** <mboutin@buusd.org>

Sun, Apr 21, 2024 at 10:36 AM

To: Tina Gilbert <tgilbbsu@buusd.org>

Cc: Chris Hennessey <chennbsu@buusd.org>, Sonya Spaulding <sspaulding@buusd.org>, Giuliano Cecchinelli II <gcecchinelli@buusd.org>

Tina,

Yes, yes, and yes. What you outlined is great. I do not have any additional information.

This is only my want. Chris needs to sign off on it. But I am sure Sonya and Giuliano support it and are eager to help. Let me know if you need anything from me.

I am thinking that central office could do Friday. Or they could come to the SHS one. Or you all could come to all. ;)

Thank you.

-Michael

[Quoted text hidden]

---

**Chris Hennessey** <chennbsu@buusd.org>

Sun, Apr 21, 2024 at 4:54 PM

To: Tina Gilbert <tgilbbsu@buusd.org>

Cc: Michael Boutin <mboutin@buusd.org>, Sonya Spaulding <sspaulding@buusd.org>, Giuliano Cecchinelli II <gcecchinelli@buusd.org>

Hi all, and thank you Tina! We'll be back in touch early this week with the exact times for each building.

Chris

[Quoted text hidden]

Michael Boutin <[mboutin@buusd.org](mailto:mboutin@buusd.org)>**Fwd: [EXTERNAL] quote**

2 messages

**Natalie Soffen** <[nsoffshs@buusd.org](mailto:nsoffshs@buusd.org)>  
To: Michael Boutin <[mboutin@buusd.org](mailto:mboutin@buusd.org)>

Mon, Apr 15, 2024 at 3:24 PM

Hi Michael,

Sorry for the delay but I did get a quote from Moncia for full breakfast for teacher appreciation week. We have approximately 120-125 faculty and staff here at Spaulding.

**Breakfast Buffet -**

Scrambled Eggs, Sausage, French Toast, Breakfast Potatoes, Fresh Fruit ,Assorted muffins  
Fresh Brewed Coffee, Tea, Chilled Assorted Juices  
**\$8.00 per person**

----- Forwarded message -----

From: **Monica Tolman** <[monica.tolman@lexingtonindependents.com](mailto:monica.tolman@lexingtonindependents.com)>  
Date: Mon, Apr 15, 2024 at 2:31 PM  
Subject: Re: [EXTERNAL] quote  
To: Natalie Soffen <[nsoffshs@buusd.org](mailto:nsoffshs@buusd.org)>

**Breakfast Buffet -**

Scrambled Eggs, Sausage, French Toast, Breakfast Potatoes, Fresh Fruit ,Assorted muffins  
Fresh Brewed Coffee, Tea, Chilled Assorted Juices  
**\$8.00 per person**

**Sorry I totally forgot to send to you.**

**From:** Natalie Soffen <[nsoffshs@buusd.org](mailto:nsoffshs@buusd.org)>  
**Sent:** Wednesday, April 10, 2024 2:54 PM  
**To:** Monica Tolman <[monica.tolman@lexingtonindependents.com](mailto:monica.tolman@lexingtonindependents.com)>  
**Subject:** [EXTERNAL] quote

Caution : This email originated from outside of the company. Do not click links or open attachments unless you know the sender and know the content is safe.

Hi Monica,

Would you be able to give me that breakfast quote tomorrow? I just want to make sure I get it to the board chair!

Thanks  
Natalie

--

Natalie Soffen  
Spaulding High School  
155 Ayers St.  
Barre, VT. 05641  
(802) 476-4811  
[nsoffshs@buusd.org](mailto:nsoffshs@buusd.org)

--

Natalie Soffen  
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155 Ayers St.  
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[nsoffshs@buusd.org](mailto:nsoffshs@buusd.org)

**Michael Boutin** <[mboutin@buusd.org](mailto:mboutin@buusd.org)>

Mon, Apr 15, 2024 at 3:29 PM

To: Chris Hennessey <[chennbsu@buusd.org](mailto:chennbsu@buusd.org)>, Carol Marold <[cmarobsu@buusd.org](mailto:cmarobsu@buusd.org)>, Lisa Perreault <[lperrbsu@buusd.org](mailto:lperrbsu@buusd.org)>

Good afternoon,

Please see the quote below. I want to remind folks that I went through the protracted process of getting my stipend allocated to a breakfast. The stipend is \$2,000 and I assume there is money in the budget for the the normal breakfast. Can we add it together to make this happen?

-Michael

[Quoted text hidden]



***BUUSD***  
***Barre Unified Union School District***

**ACTION ITEM BRIEFING MEMO**  
**BUUSD BOARD MEETING AGENDA ITEM**  
**BUUSD BOARD MEETING AGENDA: SEPTEMBER 13, 2023**

Consent Item No.: **NA** Discussion Item No.  Action Item No.

**AGENDA ITEM DESCRIPTION(How the item shall appear on the agenda): Allocation of Director Boutin's Stipend**

**SUBJECT(Explain what the item is): Discuss and approve the allocation of director Boutin's stipend to an event to benefit staff.**

**SUBMITTING STAFF PERSON or COMMITTEE MEMBER: Michael Boutin**

**RESOURCES NEEDED INCLUDING STAFF TIME: There might be unforeseen staff time for organization of any event. But it should be minimum.**

**STAFF RECOMMENDATION:**

**DESIRED OUTCOME(What is the purpose of this item): To increase morale in the staff of the BUUSD.**

**BACKGROUND/SUPPLEMENTAL INFORMATION(If there is an background/history regarding it please advise): Each director has a \$2,500 stipend and Michael Boutin decided to not take it and asked the Finance Committee to allow it to be redirected to a event for staff. The Finance committee determined it was a board decision.**

**LINK(S):**

**ATTACHMENTS:**

**INTERESTED/AFFECTED PARTIES: Staff**

**RECOMMENDED ACTION/MOTION:**

**Motion to allocate school board director Michael Boutin's stipend to an event for the benefit of the BUUSD staff. Details will be worked out with Carol Marold and Michael Boutin.**

# DRAFT

## BARRE UNIFIED UNION SCHOOL DISTRICT REGULAR BOARD MEETING

Spaulding High School Library and Via Video Conference – Google Meet  
September 13, 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)  
Ben Moore (BC)  
Terry Reil (BT)  
Emily Reynolds (BT)  
Sonya Spaulding (BC)

#### **BOARD MEMBERS ABSENT:**

#### **ADMINISTRATORS PRESENT:**

Chris Hennessey, Superintendent  
Carol Marold, Director of Human Resources

#### **GUESTS PRESENT:**

Dave Delcore – Times Argus	Martha Blaisdell	Mary Bowers	Sandra Cameron	Kristin Gilbar
Prudence Krasofski	Jessika Maurais	Andrea Poulin	Brody Priddy	Rachel Van Vliet

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

The Chair, Mr. Cecchinelli, called the Wednesday, September 13, 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**

On a motion by Mrs. Spaulding, seconded by Mr. Malone, the Board unanimously voted to add 8.1 Fuel Bids Authorization to the Agenda.

On a motion by Mr. Boutin, seconded by Mrs. Leclerc, the Board unanimously voted to add 8.2 Warrant Signature Page to the Agenda.

On a motion by Mr. Reil, seconded by Mrs. Leclerc, the Board unanimously voted to add 8.3 Community Correspondence Responses.

Brief discussion was held regarding the legal grounds (criteria) for discussing Agenda Item 12.1 (Personnel Matter) in Executive Session. Mr. Reil does not believe the item being presented for discussion falls under any of the categories listed as those that qualify for Executive Session. It was agreed to add an agenda item (7.8 Personnel Matter), in the event that discussion in Executive Session has the outcome that the matter be discussed in open session. Mr. Cecchinelli advised that the documents provided for Executive Session, are privileged information. Mr. Reil queried regarding the titles of the documents (without personal/personnel information). The document titles were not provided. Mr. Hennessey advised that he was prepared to discuss the personnel matter in Executive Session, but is not prepared to discuss it in the live portion of the meeting. At the suggestion that an Executive Session be held at the beginning of the meeting, Mr. Boutin reiterated his belief that all Executive Sessions be held at the end of the meeting.

On a motion by Mr. Malone, seconded by Mrs. Leclerc, the Board unanimously voted to add 7.8 Personnel Matter to the Agenda.

On a motion by Mrs. Spaulding, seconded by Ms. Parker, the Board unanimously voted to take Agenda Item 7.6 (FY24 Superintendent's Evaluation) out of order.

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Brief discussion was held regarding the addition of Test Scores, a status update on the hiring of an SRO for SHS, a status update on receipt of written legal opinions, and a status update on the 5-Year Plan

**On a motion by Mrs. Leclerc, seconded by Mr. Malone, the Board voted 5 to 4 against the motion to add Status Update on 5-Year Plan to the Agenda**

**Mr. Cecchinelli, Mr. Moore, Ms. Parker, Ms. Reynolds, and Mrs. Spaulding voted for the motion.  
Mr. Boutin, Mrs. Leclerc, Mr. Malone, and Mr. Reil voted for the motion.**

Mr. Cecchinelli advised he will add 'Status Update on 5-Year Plan' to the next Agenda.

**On a motion by Mrs. Leclerc, seconded by Mr. Reil, the Board voted 5 to 4 to add 8.4 Update on Written Legal Opinions to the Agenda.**

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

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

## **4. Executive Session (as needed)**

No Executive Session was necessary.

## **5. Public Comment for Items Not on the Agenda**

### **5.1 Public Comment**

Mary Bowers (BTMES teacher) addressed the Board advising that, contrary to what she has been advised, she does not believe that BTMES has air conditioning. Mrs. Bowers requested that if there is air conditioning at BTMES, it needs to be fixed, and if BTMES does not have air conditioning, she wants it installed. Additionally, Ms. Bowers believes it to be strange that the District only has one electrician on staff.

Mrs. Leclerc advised that she finds the agenda approval to be a painful process, and noted that the Parking Lot continues to grow. Mrs. Leclerc believes requested items are not being added to the agendas, and she would like to see more progress. Additionally, Mrs. Leclerc believes the agenda should contain more items pertaining to finances and the education of students.

Mrs. Spaulding queried regarding whether Public Comment is open for comments by Board Members or just community members.

### **5.2 Student Voice**

Brody Priddy introduced himself, advised that he has been elected to represent SHS students at Board meetings, and provided a brief update on activities of the SHS Student Council.

## **6. Consent Agenda**

### **6.1 Approval of Minutes – August 23, 2023 Regular Meeting**

**On a motion by Mrs. Spaulding, seconded by Mr. Boutin, the Board unanimously voted to approve the Minutes of the August 23, 2023 Regular Meeting, and the August 28, 2023 Special Meeting.**

### **6.2 Approval of Minutes – August 28, 2023 Special Meeting**

Action taken under agenda item 6.1

### **6.3 Warrant Approvals**

Copies of Warrants for 08/31/23 and 09/07/23 were distributed.

Brief discussion was held regarding warrants pertaining to; a local landscaping warrant for over \$40,000 that Mr. Reil believes required Board approval, the purchase of 175 virtual seats (virtual high school), the draw down for SEA shop supplies, and architectural fees for the BCEMS roof.

**On a motion by Mrs. Spaulding, seconded by Mr. Boutin, the Board unanimously voted to approve the Warrants dated 08/31/23 and 09/07/23.**

Discussion moved to Agenda Item 7.6

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## **7. Current Business**

### **7.1 New Hires**

The resumes and BUUSD Notification of Employment Status Forms for Lucas Heath Howe (SHS PE), and Jeff Amato (BCEMS 6<sup>th</sup> Grade ELA) were distributed.

Mr. Hennessey provided a brief overview of the SHS PE teacher candidate and advised that Mr. Amato has withdrawn his application for the BTMES position.

**On a motion by Mr. Malone, seconded by Mr. Boutin, the Board unanimously voted to approve the hiring of Lucas Heath Howe.**

### **7.2 SHS Foundation Board Representation**

Mr. Cecchinelli advised that he is currently filling the Board Representative position. It is likely that the Board Representative will provide minutes. Mrs. Spaulding, noted that she is currently only on one Committee, and volunteered to fill the position.

**On a motion by Mr. Malone, seconded by Mr. Boutin, the Board voted 7 to 1 to appoint Mrs. Spaulding as the BUUSD Board Representative on the SHS Foundation Board.**

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

### **7.3 Articles of Agreement: Articles 3 and 4**

A document titled BUUSD Action Item Briefing Memo was distributed.

A document titled The Barre Unified Union School District Articles of Agreement Amended February 19, 2019 was distributed.

Mr. Boutin would like the Board to approve having the Superintendent reach out to legal counsel regarding what needs to be done to have elimination of Articles 3 and 4 on the March 2024 ballot. Lengthy discussion ensued, including but not limited to; acknowledgement that Article 3 needs to be modified, rather than removed, possible benefits to reconfiguring the student populations at each building, clarification of the benefits of removing the Articles, acknowledgement of the differing opinions between the Town/City during Act 46 voting, a query regarding how the grades would be divided between BCEMS and BTMES, complications that could arise for families that would have students in both of the schools, a query regarding the need, a query regarding how the student populations would balance out, recognition that removal of the Articles does not necessarily mean that school restructuring would occur in the near future, a request to have this item discussed on a monthly basis, a request that there be full Board support of this initiative, and discussion of transportation. **Mr. Reil called Point of Order, noting that discussion has transgressed from the motion on the floor. Mr. Cecchinelli called the vote.**

**On a motion by Mr. Reil, seconded by Mr. Boutin, the Board voted 6 to 2 to direct the Superintendent to get a written legal opinion regarding the pathway forward to get removal of Articles 3 and 4 on the ballot, and what if any risks are involved.**

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

Additional discussion was held regarding the request to have this item as a monthly agenda item, concern that the Board will not be ready to put removal of Articles on the March 2024 ballot, the need to have a feasibility study, the need to provide the community with the information they will need to know to make an informed decision, concern over the number of unknown factors, the reasons the Articles were put in place, outstanding logistical issues, concern that raising this issue will have a negative impact on passing the budget, the benefits that monthly discussions may have in determining the next step, a suggestion that investigative work be done in each of the Committees, a suggestion that there be an ADHOC committee for this initiative,

**On a motion by Mr. Boutin, seconded by Mrs. Spaulding, the Board voted 5 to 3 to have Discussion of Revisions of Articles 3 and 4 as a standing monthly agenda item.**

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

### **7.4 Allocation of Board Stipend for Staff Appreciation**

A document titled BUUSD Action Item Briefing Memo was distributed.

A document titled 'Board Member Stipend Waived/Redirected' was distributed.

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**Mr. Boutin made a motion to allocate School Board Director Michael Boutin's stipend to an event for the benefit of BUUSD staff, with details being worked out with Carol Marold and Michael Boutin. Mr. Reil seconded the motion.**

Discussion included; the document titled Board Member Stipend Waived/Redirected, concern that there be a legal opinion on this matter, concern that there might be an escheat issue, concern that the Board is spending time on this matter, a suggestion that Mr. Boutin accept the stipend, pay taxes, then donate back to the District, concern that the funds would be better dedicated to something student oriented (e.g. AP exam fees, scholarships), Mr. Boutin's practice of donating his City Counsel stipend for the employee Christmas party, Mr. Boutin's wish to do something nice for the teachers, gratitude to Mrs. Perreault for providing information on the distributed document, appreciation for the 'spirit' of the donation, a suggestion that there be a budgetary line item for teacher 'appreciation' events, concern that the suggested donation sets a 'weird precedent', clarification that the only way for Mr. Boutin to donate the full amount (pre-tax) requires that the Board allocate the funds, and concern over what happens to the funds if Mr. Boutin does not accept the funds (escheatment issues),

**On a motion by Mr. Boutin, seconded by Mr. Reil, the Board voted 5 to 3 to allocate School Board Director Michael Boutin's stipend to an event for the benefit of BUUSD staff, with details being worked out with Carol Marold and Michael Boutin.**

**Mr. Boutin, Mr. Cecchinelli, Mr. Moore, Ms. Reynolds, and Mrs. Spaulding voted for the motion.**

**Mrs. Leclerc, Mr. Malone, and Ms. Parker voted against the motion.**

**Mr. Reil abstained.**

## **7.5 November 22<sup>nd</sup>/December 27<sup>th</sup> Meeting Dates**

After lengthy discussion, including coordination with the Finance Committee (budget season), and a suggestion that January and February meetings also be review/revised, **it was agreed that Mr. Hennessey and Mrs. Perreault will draft a schedule and present it for approval at the next Board Meeting.**

## **7.6 FY24 Superintendent Evaluation**

Sandra Cameron addressed the Board, providing an overview of the process and answering questions from the Board. Ms. Cameron advised that the process which includes tools that reflect Standards for Educational Leaders, a rubric with rating scales, the option to embed current Superintendent goals, and the timeline (4 to 6 weeks). The goal is to issue surveys to stakeholders (generally all Board Members, the Administrative Team, the Leadership Team, and the Superintendent). Feedback is anonymous. The survey is generally open for 2 weeks, but can be extended if necessary. Feedback is analyzed and summarized, at which point, some areas for goals are eliminated and some are identified. The summary report includes identification of possible goals. The process usually involves the use of an evaluation committee. Themes and goals are discussed in meetings, with the Superintendent involved in the process. An annual evaluation of the Superintendent is legally required. In response to a query, Ms. Cameron advised that the role of the committee is to coordinate and communicate the process, and that all Board Members will have the opportunity to provide feedback. The VSBA utilizes a tool to perform the evaluation and Ms. Cameron will be bringing a report back to the Board and the Superintendent. The report will evaluate feedback from all stakeholders. Clarification was provided regarding stakeholders and it was confirmed that principals are included as part of the leadership team. It was confirmed that a committee is not necessary for smaller boards but can be beneficial for larger boards. The final report will contain 3 sections (Board, Administrator, and Superintendent), and a 'total' section. Discussion was held regarding meeting dates. **It was agreed to hold the first meeting on October 12, 2023 at 4:00 p.m. at SHS (if a room is available), and there will be a virtual option.** A member of the Committee will be responsible for taking/providing minutes. It was noted that a quorum of the Board will be present. The Committee meetings will be warned. Ms. Cameron will need to have a point of contact. The contact person will be decided at first meeting.

Discussion moved to Agenda Item 7.1.

## **7.7 VEHI/VSBIT Annual Meeting Info/Proxy Forms**

A document titled 'Exhibit B – VSBIT Proxy or Certificate of Authority' (for unemployment insurance)

A document titled 'Exhibit B – VSBIT Proxy or Certificate of Authority' (for multi-line insurance)

Brief discussion was held.

**On a motion by Mrs. Spaulding, seconded by Mr. Malone, the Board unanimously voted to authorize Superintendent Chris Hennessey to appear and vote on behalf of the BUUSD for the VSBIT Unemployment Program, and the VSBIT Multi-line Program.**

The Board recessed at 7:58 p.m. and resumed the meeting at 8:03 p.m.

## **7.8 Personnel Matter**

No discussion.

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## 8. Old Business

### 8.1 Fuel Bids Authorization

**On a motion by Mrs. Leclerc, seconded by Mrs. Spaulding, the Board unanimously voted to direct the Business Manager to solicit additional bids from Suburban and Bourne's fuel venders, to continue to monitor fuel prices and authorized the Business Manager to enter into a contract when she believes the best rate has been offered.**

### 8.2 Warrant Signature Page

A copy of an e-mail from Lisa Perreault to Pietro Lynn (dated 08/23/23), titled Warrant Process/Signature Page, was distributed. This document was originally labeled belonging under Agenda Item 6.3.

It was noted that this matter was discussed at the Finance Committee meeting, and the document is the result of that meeting.

Mrs. Leclerc does not believe that the warrant procedures are a finalized matter. Lengthy discussion was held regarding the current warrant approval process, including, but not limited to; concern that the procedure does not match statute, that the procedures do not reflect the current process, a request for clarity on the process for submitting questions and answers on warrants, a request that the Business Manager be present for discussion of warrant procedures, acknowledgement that legal counsel has advised that he sees no issues with the current process/procedures, expressions of frustration that this matter is a continual subject of discussion, discussion of the Board's obligation to review procedures, know that they follow statute, and that they are followed, the Board's obligation to provide fiscal oversight, concern that the question posed to legal counsel was not the correct question, reiteration of the request for the Business Manager to be present for discussion of warrant procedures, and a query regarding clarification of Mrs. Leclerc's concerns.

**Mr. Reil called Point of Order and requested that the Chair regain control of the room.** (unrecognized speakers). Discussion continued, and included; reiteration that discussion was held at the Finance Committee and the Business Manager contacted legal counsel (as requested), reiteration of the concern that the correct question was not posed to legal counsel, reiterated expressions of frustration that this matter continues to be a topic of conversation.

**Mrs. Spaulding made a motion that the Board stop talking about warrant procedures because she is fine with them.**

**Mr. Moore seconded the motion.**

Discussion included concern that the topic needs continued discussion in order to resolve some outstanding issues with the procedures, and concern that a motion to tell Board Members to not ask questions, or discuss or communicate about procedures is not appropriate, a reading of the attorney's response, a query regarding clarification on what the concerns are, clarification that procedures are not policy, clarification that the Board can require that procedures be changed if they feel that procedures do not match statute or meet the District's needs, concern that the Board has sought legal advice and is ignoring that advice, reiteration of the concern that the proper question was not posed to the attorney, and concern that the Board not be allowed to discuss a matter and instruct administration on a matter they believe poses an issue.

**Mrs. Spaulding withdrew the motion.**

**On a motion by Mrs. Spaulding, seconded by Ms. Reynolds, the Board voted 5 to 3 to postpone indefinitely, discussion of Warrant Procedures.**

**Mr. Moore, Ms. Parker, Mr. Reil, Ms. Reynolds, and Mrs. Spaulding voted for the motion.**

**Mr. Boutin, Mrs. Leclerc, and Mr. Malone voted against the motion.**

**Mr. Reil moved to reconsider the question. Mrs. Leclerc seconded the motion.**

Discussion included; concern that the intent of the motion is to quash debate, a suggestion that the Superintendent facilitate a meeting between the Business Manager and Mrs. Leclerc, and report back to the Board, vs. quashing discussion when a Board Member clearly has concerns, agreement that the Board does need to move on from this subject, a suggestion that the Board respond to legal counsel, accepting his offer to provide a more lengthy legal opinion, concern regarding the cost of obtaining a more lengthy legal opinion, a belief that the new warrant process was working smoothly until the procedures were written and distributed, acknowledgment that the procedures were created jointly (by the Superintendent and Business Manager) because they felt that questions were less about warrants and more about questioning the professionals who have been hired by the Board to do this work, questioning competence, motives and integrity, and that is administrators biggest concern, a request for clarity on the warrant question process (who is to be responded to – full Board or individuals), frustration that administrators don't know who they are really responding to, a request from administrators, that the Board as a whole, provide guidance, a belief by administrators that their competence is being questioned on any line item that's in the budget, a belief that discussion regarding warrant questions was fairly resolved at the Finance Committee meeting, but in terms of some specific questions that have been asked, Mr. Reil advised that some of his specific questions (regarding expenses and processes) have not been answered and he believes these questions on process and decisions are well within the scope of his oversight role as a Board Member, and is not judgement on employees ability, but rather is his attempt to achieve clarity and

# DRAFT

understanding of the process that is behind some of the decision making. Mr. Reil reiterated that he wishes to reconsider the motion because he does not believe it is appropriate to tell people that they can't participate and ask questions, or speak about a topic. Mrs. Spaulding believes that this topic has been discussed ad nauseam and she, as Finance Committee Chair, is willing to have a meeting with the Business Manager, the Superintendent, and any Board Member who has concerns, but she does not believe this item should come back to the Board. Mr. Malone noted that if the legal response had included a link to the statute, it may have resolved the issue, and reiterated that he has asked for this information at multiple meetings. Mrs. Leclerc advised that warrant questions submitted to the District, are simply questions related to warrants and have nothing to do with questioning the competency of employees. Mr. Boutin suggested that if there are problems with the procedure, a recommendation should be made to change them and the Board can vote on that. Mrs. Leclerc believes getting warrant detail information is problematic.

**On a motion by Mr. Reil, seconded by Mrs. Leclerc, the Board voted 7 to 0 to Call the Question.**

**Mrs. Leclerc, Mr. Malone, Mr. Moore, Ms. Parker, Mr. Reil, Ms. Reynolds, and Mrs. Spaulding voted for the motion. Mr. Boutin, abstained.**

**On a motion by Mr. Reil, seconded by, Mrs. Leclerc, the Board voted 4 to 3 against the motion to reconsider the question.**

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

## **8.3 Community Correspondence Responses**

Mr. Reil advised that 2 ½ weeks ago, he advised regarding a community member who had submitted a question and has not received a response or reply. As of today, the community member still hasn't received a reply. Mr. Reil advised that the District does have a policy and procedure regarding responding to community correspondence, and he would like to know when and who is going to reply to the community member. Mr. Cecchinelli advised that Mr. Evans (Director of Facilities) was supposed to respond to the community member. Mr. Cecchinelli advised that he will speak with Mr. Evans and resolution will occur on 09/14/23.

## **8.4 Update on Written Legal Opinions**

It was agreed that Board Members will submit their legal questions to Mr. Cecchinelli, and he will compile a list and distribute it to the entire Board. Mr. Malone requested written legal opinions on 'The Salary Metrics' (including the authority from the Board to approve individual contracts), the issue that deals with "The Issue Between an Individual Board Member and the Board Chair" ("and whether or not that is a public discussion that is allowed, as the Board just had a discussion on what we can talk about in Executive Session and what can be talked about in public"), and "Where We Are in Communication" (a detailed roster will be provided later).

## **9. Round Table**

Mr. Reil advised that at the last meeting, he would look into the 'appeal matter'. On the appeal subject on whether the Board can appeal the Chair's decisions, appeals is a Robert's Rules thing (Section 24-5) and it only applies to rulings by the Chair, not decisions. Rulings would be items that pertain to 'Point of Order' rulings or when someone makes a motion or is out of order and the Chair makes a ruling. If someone wants to appeal one of the Chair's decisions, it's done through motions, motions to amend, other types of motions, and/or Board Member discipline processes that are defined in Robert's Rules. Mr. Cecchinelli advised that he has taken that a step further, and advised regarding the process for the Board to appeal the Chair's decisions (e.g. Agendas).

Mr. Reil advised that a community member sent him a picture of a social media post where a Board Member replied to someone else's post. Mr. Reil is concerned that a Board Member may be inciting discontent amongst the Board, noting that that is inappropriate and does not align with meeting norms. Mr. Reil does not believe Board Members should be out on social media attacking other Board Members, he believes it is inappropriate and needs to stop.

Mr. Boutin advised that there will be a Curriculum Committee meeting in October, and that Karen Fredericks will present on the AP courses and Work Programs. The date will be announced.

Mr. Boutin expressed appreciation to Mrs. Waterhouse for reaching out to him regarding his concern on truancy issues.

Mr. Boutin appreciates Ms. Bowers for speaking to the Board this evening (regarding BTMES air conditioning issues), and suggested that perhaps the Board should discuss this matter in the future.

Mr. Malone, referencing the Warrant issue, advised that a Board Member recently submitted a list of questions (to the Business Manager), and there was a questions as to why that was done. Mr. Malone noted that the Board was asked to submit their questions in writing. Mr. Malone is concerned that a Board Member was being attacked for sending questions in an email format, as that is what the Board was directed to do. Mr. Malone finds it disturbing that there was a direct violation of Open Meeting Law, as the Board Member

# DRAFT

who ‘attacked’ the other Board Member, copied the entire Board on their email. Mr. Malone would like the Board Chair to exercise his prerogative to see that this doesn’t happen again, as the Chair had advised that he will take these matters seriously, including ‘fines’. Mr. Malone has a budgetary concern, noting that in the new fiscal year, there are a number of line items that are already over budget, and there are a number of line items that have encumbrances listed that will also go over budget. Mr. Malone finds it concerning that a number of line items are already significantly over budget this early in the year. Mr. Malone encourages all Board Members to be reviewing finances. Mr. Malone would like an explanation as to why line items are already significantly over budget. Mr. Malone advised that this information will be very important for the FY25 budgetary process.

Mrs. Leclerc echoed Mr. Malone’s sentiments, advising that she also finds it concerning that after following the Business Manager’s request to send questions via email, she received an email claiming that it was not appropriate for her to submit questions (and that this email was copied to the entire Board). Given this chain of events, Mrs. Leclerc believes the Board needs to hold a discussion regarding the process for getting warrant questions answered.

Mrs. Leclerc, advised that with regard to Open Meeting Law, VSBA advises that Board Members should utilize the ‘blind copy’ email function to assure that Board Members don’t violate Open Meeting Law. Mrs. Leclerc advised that a Board Member advised they would no longer reply to Mrs. Leclerc’s emails because they include ‘blind copies’. Mrs. Leclerc noted that using blind copy is the safest way to communicate.

Mrs. Leclerc advised that the Board Retreat Meeting Minutes, from April 12, 2023 are still not posted on the District web site.

Mrs. Poulin, referring to previous discussion where some believed ‘Other Business’ is a category, not an agenda item, advised regarding the definition of Other Business/Any Other Business “The last item on the agenda for a meeting when any matter not already dealt with has been raised.”, also “Subjects that need to be discussed at a meeting after all subjects on the agenda official list, prepared before the meeting, have been discussed.”. Mrs. Poulin stands by her assertion that Other Business is an agenda item, not a category, and noted that it is common on agendas, including the most recent VSBA Annual Meeting Agenda, as well as other municipalities, etc. Mrs. Poulin noted that it was stated that Other Business would no longer be on the Agenda and that only Round Table will be included. It was stated that Round Table is for discussion of “congratulatory” types of information and that no Board business can be discussed. Mrs. Poulin noted that though Other Business is not on the Agendas, Board business has continued to be raised under Round Table. Mrs. Poulin queried, that given that Board Business is regularly being introduced under Round Table, is the Board going to add Other Business back to the agenda, or is the Board going to stop discussing Board business under Round Table? Mrs. Poulin advised that this is all very confusing to the public and is in direct conflict with what was announced. Mrs. Poulin, as a community member, would like clarification on this matter. Mr. Cecchinelli advised that if there is confusion, he can remove it (Round Table) from agendas.

## 10. Future Agenda Items

### September 27, 2023 Meeting:

- Status Update on 5-Year Plan
- November 22<sup>nd</sup>/December 27<sup>th</sup> Meeting Dates
- Combining Middle School Athletic Programs (Parking Lot Item G)
- Update on Paying Vendors Via ACH
- Education Update

### Add to Parking Lot:

- Consolidation of Buildings (Articles 3 & 4) – keep in Parking Lot. Will be added to Agendas monthly.
- Total Compensation Package (Added by NL 09/13/23 – discuss at Finance Committee first)
- New Governance Standards (Added by EWR 09/13/23 – new standards go into effect in July)
- Special Education Staff and Child Count Data Report (quarterly Nov/Jan/Apr/June) (added by Board)

## 11. Next Meeting Dates

Wednesday, September 27, 2023 at 6:00 p.m. in the Spaulding High School Library and via Video Conference (Google Meet).

Wednesday, October 11, 2023 at 6:00 p.m. in the Spaulding High School Library and via Video Conference (Google Meet).

## 12. Executive Session as Needed

### 12.1 Personnel Matter (08/09/23 Meeting)

### 12.2 Superintendent Evaluation

Items proposed for discussion in Executive Session include a Personnel Matter and the Superintendent’s Evaluation.

**On a motion by Mr. Boutin, seconded by Mr. Moore, the Board unanimously agreed to find that premature general public knowledge of the items proposed for discussion would clearly place the Barre Unified Union School District at a substantial disadvantage should the discussion be public.**



# DRAFT

**On a motion by Mr. Boutin, seconded by Ms. Reynolds, the Board unanimously voted to enter into Executive Session, with Mr. Hennessey and Mrs. Marold in attendance, at 9:11 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 Mrs. Spaulding, seconded by Mrs. Leclerc, the Board unanimously voted to exit Executive Session at 10:06 p.m.**

**On a motion by Ms. Parker, seconded by Mrs. Spaulding, the Board voted 6 to 3 to agree that the evaluative process of accepting the Superintendent's response was complete.**

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

## **13. Adjournment**

**On a motion by Mr. Boutin, seconded by Mrs. Spaulding, the Board unanimously voted to adjourn at 10:08 p.m.**

Respectfully submitted,  
*Andrea Poulin*

**BARRE UNIFIED UNION SCHOOL DISTRICT  
FINANCE COMMITTEE MEETING**  
BUUSD Central Office and Via Video Conference – Google Meet  
August 21, 2023 - 6:00 p.m.

**MINUTES**

**COMMITTEE MEMBERS PRESENT:**

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

**COMMITTEE MEMBERS ABSENT:**

**OTHER BOARD MEMBERS PRESENT:**

Michael Boutin – joined at 6:06 p.m.  
Giuliano Cecchinelli  
Nancy Leclerc  
Terry Reil

**ADMINISTRATORS PRESENT:**

Chris Hennessey, Superintendent  
Lisa Perreault, Business Manager  
Ashley Young, Assistant Business Manager

**PUBLIC MEMBERS PRESENT:**

**1. Call to Order**

The Chair, Mrs. Spaulding, called the Monday, August 21, 2023 BUUSD Finance Committee meeting to order at 6:00 p.m., which was held at the BUUSD Central Office and via video conference.

**2. Additions and/or Deletions to the Agenda**

Add 5.3 Committee Charge

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

**3. Public Comment**

None.

**4. Approval of Minutes**

**4.1 Meeting Minutes From June 19, 2023**

On a motion by Mr. Moore, seconded by Mr. Malone, the Committee unanimously voted to approve the Minutes of the June 19, 2023 BUUSD Finance Committee meeting.

**5. New Business**

**5.1 Warrant Signature Page/Warrant Procedure**

A copy of Policy F20 was distributed.

A copy of the BUUSD Warrant Procedures (updated 07/05/23) was distributed.

A copy of a document titled Barre Unified Union School District Voucher was distributed.

The Committee held lengthy discussion, including, but not limited to; an overview of the pages included in the packet, confirmation that the Business Manager's signature is approving the Warrants (approval for the Business Manager's authorization of Warrants was granted at the re-organization meeting), a query regarding whether or not the current procedure agrees with statute, a request that a written legal opinion be obtained, a brief overview of the current and previous practices, a query regarding whether or not the Board can delegate administrators authority to approve warrants and is not neglecting its responsibilities as a Board, concern that there is

oversight and accountability, as well as evidence, concern that the signature page was changed without Board approval, a request to add Board Member names to the signature page, a request that auditors also be involved in a review of the current process, clarification that the new financial system generates the signature page and cannot be changed, a query regarding the availability of an electronic signature feature "Sign Now", a request that auditors be contacted to assure that the current signature page is valid, a query regarding fund '605' data (fund 605 is new and was only created 2 weeks ago), discussion regarding the benefit of emailing questions to the Business Office and whether or not questions should be filtered through the Committee Chair and who the response should go to (the individual who submitted the question?, all committee members?, all board members?), confirmation that questions can still be asked at Board meetings, a query regarding the possibility of possible open meeting law violations, steps to take to assure open meeting law is not violated, and a query regarding whether or not the warrants should continue to be included in Board packets.

## **5.2 Discuss Board Stipends**

A copy of a document titled Board Member/Treasurer Pay – FY2023/2024 was distributed.

Mr. Boutin requested this item be added to the agenda to discuss details and logistics of Board stipends being donated back to the District. Mrs. Perreault, advised that in the past, Board Members who wanted to donate their stipend back to the District, have been asked to first accept the stipend, noting that until a Board Member actually 'owns the funds', the funds technically belong to the District. Mrs. Perreault advised that if a Board Member didn't want to accept a stipend, that would have to be a Board decision. Mrs. Poulin provided clarification that stipends are specifically voted on by members of the public and they are specifically designated to be paid to Board Members, similar to votes designating funds to the Capital Improvement Fund, so it makes sense that they need to be paid out first, and then it would be a personal and private decision of each Board Member, whether or not they wish to donate the funds back to the District. The vote for stipends occurs at the District Annual Meeting and is voted on by registered voters, not the Board. Mr. Malone confirmed the vote occurs at the Annual Meeting and advised that any change to the stipend amount needs to be approved by voters. Mr. Boutin advised that rather than go through the 'tax' process, and only donate a portion of the stipend (back to the District), he would prefer a method that allows him to donate all of the stipend and not pay a portion of it to the government. Mr. Boutin advised regarding a process utilized by the Barre City Council. Mrs. Perreault advised that Mr. Boutin could refuse/decline the stipend and the Board would then have the authority to designate where those funds were allocated. Mrs. Spaulding advised that there will need to be a process put in place if the Board would like to allow refusal and reallocation of stipends. In response to a query from Mr. Boutin, Mrs. Spaulding provided clarification regarding the Annual Meeting, with voting 'from the floor'. This item should be presented to the Board Chair for addition to a future agenda.

## **6. Old Business**

### **6.1 FY23 Year-End Projections**

A copy of the BUUSD FY23 Expense/Revenue Year-End Projection Summary Report (updated 08/21/23) was distributed.

Mrs. Perreault advised that the surplus stated in the packet (\$892,031) is understated as she neglected to include a \$63,000 solar audit payment. Additionally, the extraordinary special education payment was calculated at \$1,300,000 million, but she believes the District will be receiving close to \$2,000,000. It is believed that the surplus will end up being closer to \$1,500,000. Mrs. Perreault answered questions, including but not limited to; special education funding, education spending, reconciliation for CVCC (the merger was approved after budget creation), moving \$700,000 back to the Tax Stabilization Fund Balance (Tax Stabilization funds were not needed), clarification regarding the General Fund Balance, and a belief that the Capital Fund Balance appears to be lower than it should be. Mr. Reil noted that all but \$10,000 of the general budget appeared to be spent, and queried the Superintendent regarding whether or not the amount spent included \$750,000 budgeted for open para and BI positions. Mr. Hennessey advised that the \$750,000 had been spent, and deferred to Mrs. Perreault regarding how those funds were spent. Mrs. Perreault advised that there were overages in salaries and benefits for general education. Mr. Reil voiced concern that it was stated several times, and put in writing, that the \$750,000 for open para and BI positions, could not be touched and needed to 'sit there', and that if it were spent, the District would be out of compliance with regulations. Mr. Reil queried as to how that money could have been spent without being out of compliance. Mr. Hennessey noted that going forward into the coming year, there are still 19 open para positions and he believes that carried over, over the course of the year. Mrs. Perreault advised that the District had over spent in tuition and contracted services. Mr. Reil reiterated his concern that during budget season, it was repeatedly stated that the money had to be maintained and could not be spent. Mr. Hennessey advised that services still needed to be provided. Mr. Reil believes in providing the services, but believes the community was misled. Mr. Hennessey believes there was misinterpretation. In response to a query from Mr. Malone, Mrs. Perreault advised regarding the schedule for auditing services and noted that the audit is usually presented to the Board in December.

### **6.2 Budget Workshops**

A document titled FY25 Budget Development Planning Proposal, August 21, 2023 was distributed.

Mrs. Perreault has developed a proposal with a detailed outline. Mrs. Perreault provided an overview of budget reflection discussion and proposed workshops. The schedule and timeline were developed in collaboration with administrators. Mrs. Perreault provided a brief overview of the plan for budget workshops. It was noted that the Finance Committee Chair and Vice Chair will be invited to attend the workshops to participate in the deliberations. It was noted that one of the charges of the Committee is to present a budget to the Board. The first presentation to the Finance Committee will be on 10/16/23 and administrators will be in attendance. Discussion

was held regarding the number of presentations that will need to be given (based on the number of different schools and departments within the District).

The budget and warnings will be presented to the Board for final approval on 01/ 10/24. Brief discussion was held regarding when the equalized pupil, CLA, and Yield numbers will be available. Additional discussion was held regarding the number of meetings that will be necessary, combining multiple departments in single meetings, and it was noted that tonight's document is a proposal and that the schedule will be finalized at a later date. More details will be provided in September. It was noted that health insurance increases are not known at this time. Mrs. Perreault will be suggesting meeting date changes to accommodate the number of meetings and holidays. Additional discussion will be held under Agenda Item 8.

### **6.3 Updated ESSER Report & Grant Funding Report**

A document titled Grant Funded Employees, 8-11-2023 was distributed.

Mrs. Perreault advised that an ESSER presentation occurred in May. Tonight's discussion is to provide an update. Mrs. Perreault advised that a couple of ESSER funded positions were absorbed into the FY24 budget and that next year (FY25), the bulk of the positions will need to be absorbed or RIFed. There are many staffing implications and though funding is drying up, student needs are not. It was confirmed that all of the ESSER funds will be spent by the deadline, but the District will not go over budget. Mrs. Leclerc advised that the documentation does not include detailed information. Mrs. Perreault advised that she had not wanted to put the information in a public document. Mrs. Leclerc advised that all of the information is public information. Brief discussion was held regarding the documents (encumbered amounts). Mrs. Perreault advised that the encumbered amounts are amounts that were submitted for the grant.

### **7. Items for Future Agendas**

Brief discussion was held relating to Total Compensation Package (Parking Lot Item C). The new financial system allows employees to see this information, but it may be beneficial for the Finance Committee to see it also. Mrs. Perreault may put together something to be reviewed during budget development. This item will be left in the Parking Lot and will be added to a future agenda. Brief discussion was also held relating to Parking Lot item E (Explanation from AOE and the Cost Per-Pupil Formula). This item will also be added to a future agenda.

- Audit Process Update / Timeline
- Act 173 Update
- Budget Workshop Schedule

### **8. Next Meeting Date**

Monday, September 18, 2023 at 6:00 p.m., at the Spaulding High School Library and via video conference.

Monday, October 16, 2023 at 6:00 p.m., at the Spaulding High School Library and via video conference.

Monday, November 13, 2023 at 6:00 p.m., at the Spaulding High School Library and via video conference. **(11/20/23 cancelled)**

**It was suggested that the December meeting also be changed. November and December meeting date changes will be discussed by the full Board.**

### **9. Adjournment**

**On a motion by Mr. Lyons, seconded by Mr. Malone, the Committee unanimously agreed to adjourn at 7:50 p.m.**

Respectfully submitted,

*Andrea Poulin*



**ACTION ITEM BRIEFING MEMO**  
**BUUSD BOARD AGENDA ITEM**  
**BOARD AGENDA May 8, 2024**

**Agenda Section/Item No (please add item # below)**

**Consent - \_\_\_\_\_ Discussion - \_\_\_\_\_ Action - Item No: 7.1**

**AGENDA ITEM DESCRIPTION:**

**Item 7 - Current Business**

7.1 Approve Wcttcpw\hqt"April"11, 18, & 24,"42460'

**SUBMITTING STAFF PERSON or BOARD MEMBER:**

Business Manager - Lisa Perreault

**BACKGROUND/SUPPLEMENTAL INFORMATION:**

**LINK(S):** Warrant links are in the agenda

**ATTACHMENTS:**

**RECOMMENDED ACTION/MOTION:** Motion to approve Warrants for April 11, April 18, and April 24, 2024.



**ACTION ITEM BRIEFING MEMO**  
**BUUSD BOARD AGENDA ITEM**  
**BOARD AGENDA May 8, 2024**

**Agenda Section/Item No (please add item # below)**

**Consent - \_\_\_\_\_ Discussion - \_\_\_\_\_ Action - Item No: 8.2**

**AGENDA ITEM DESCRIPTION:**

**Item 8 - Old Business**

**8.2** Second and Final Reading Employee Unlawful Harassment (B5)"

**SUBMITTING STAFF PERSON or BOARD MEMBER:** ~~Curriculum~~ Policy Committee

**BACKGROUND/SUPPLEMENTAL INFORMATION:**

Discussion from March 27th Board meeting - Policy B5:

Concern: Administrative procedures being removed. Board agreed VSBA model policies shouldn't be changed, work done to legally vet the verbiage and language so they adhere to the statute.

Response: The Policy Committee agreed to pulling procedural matters out and just have the policy language in there. The VSBA sends that information as part of their guidance. It was shared that the committee is keeping things consistent with the rest of the policies, separating policy and procedure. Something discussed at the committee and board level.

Motion passed to approve first reading.

**LINK(S):**

**ATTACHMENTS:** Copy of Policy B5.

**RECOMMENDED ACTION/MOTION:** Motion to approve the Second and Final Reading Employee Unlawful Harassment (B5).

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

**CODE: B 5**

**1<sup>ST</sup> READING: 3/27/2024**

**2<sup>ND</sup> READING: 5/8/2024**

**ADOPTED:**

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**EMPLOYEE UNLAWFUL HARASSMENT**

**Policy**

In the Barre Unified Union School District (BUUSD), employee harassment, as defined herein and by state and federal law, is unlawful and will not be tolerated. Retaliation against any person raising good faith allegations of unlawful harassment or against any witness cooperating in an investigation pursuant to this policy is prohibited.

**Definitions**

1. **Employee:** For purposes of this policy, any person employed by and subject to the direct supervision of the district or supervisory union.
2. **Unlawful Harassment:** Unwelcome conduct based on an employee's race, color, religion, national origin, sex, sexual orientation, gender identity, ancestry, place of birth, age, crime victim status, or physical or mental condition that interferes with an employee's work or creates a work environment that is intimidating, hostile, or offensive. In determining whether conduct constitutes harassment:
  - a. The determination shall be made on the basis of the record as a whole, according to the totality of the circumstances, and a single incident may constitute unlawful harassment.
  - b. Incidents that may be harassment shall be considered in the aggregate with varying types of conduct and conduct based on multiple characteristics viewed in totality rather than in isolation.
  - c. Conduct may constitute unlawful harassment, regardless of whether: 1) the complaining employee is the individual being harassed; 2) the complaining employee acquiesced or otherwise submitted to or participated in the conduct; 3) the conduct is also experienced by others outside the protected class involved in the conduct; 4) the complaining employee was able to continue carrying out the employee's job duties and responsibilities despite the conduct; 5) the conduct resulted in a physical or psychological injury; or 6) the conduct occurred outside the workplace.
3. **Sexual Harassment:** Sexual harassment is a form of unlawful harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, physical, written, auditory, or visual conduct of a sexual nature by a District employee or a person engaged to perform work or a service for the District when:
  - a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
  - b. Submission to or rejection of such conduct by an individual is used as a component of the basis for employment decisions affecting such individual; or
  - c. Such conduct has the purpose or effect of interfering with an individual's work or creating an intimidating, hostile or offensive working environment.
  - d. Sexual harassment need not be severe or pervasive in order to be unlawful.
4. **Retaliation:** Retaliation is adverse action taken against a person for making a complaint of unlawful harassment or for participating in or cooperating with an investigation.

### **Examples**

Unlawful harassment can include any unwelcome conduct which offends, denigrates, or belittles an employee because of the race, color, religion, national origin, sex, sexual orientation, gender identity, ancestry, place of birth, age, crime victim status, physical or mental condition, marital status, or genetic information. Such conduct includes, but is not limited to: unsolicited derogatory remarks, jokes, demeaning comments or behavior, slurs, mimicking, name calling, graffiti, innuendo, gestures, physical contact, stalking, threatening, bullying, extorting or the display or circulation of written materials or pictures.

1. **Sex** - Sexual harassment may include unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, pressure for sexual activity, display or sending of pornographic pictures or objects, obscene graffiti, and spreading rumors related to a person's alleged sexual activities.

*Please be aware that any sexual harassment allegations must be considered and processed pursuant to the District's Title IX policy.*

2. **Race and Color** - Racial or color harassment may include unwelcome conduct directed at the characteristics of a person's race or color such as nicknames emphasizing stereotypes, racial slurs, and negative references to racial customs.
3. **Religion** - Harassment on the basis of religion includes unwelcome conduct directed at the characteristics of a person's religion or creed such as derogatory comments regarding surnames, religious tradition, or religious clothing, or religious slurs.
4. **National Origin and Place of Birth** - Harassment on the basis of national origin includes unwelcome conduct directed at the characteristics of a person's national origin or place of birth such as negative comments regarding surnames, manner of speaking, customs, language or ethnic slurs.
5. **Age** - Age harassment includes unwelcome conduct directed at someone (an applicant or employee) age 18 or older, such as offensive remarks about a person's ability to perform certain tasks because of age.
6. **Marital Status** - Harassment on the basis of marital status includes unwelcome conduct directed at the characteristics of a person's marital status, such as comments regarding pregnancy or being an unwed parent.
7. **Sexual Orientation** - Harassment on the basis of sexual orientation includes conduct directed at the characteristics of a person's sexual orientation.
8. **Gender Identity** - Harassment on the basis of gender identity includes unwelcome conduct directed at an individual's actual or perceived gender identity, or gender-related characteristics intrinsically related to an individual's gender or gender identity, regardless of the individual's assigned sex at birth.
9. **Disability** - Disability harassment includes any unwelcome conduct directed at the characteristics of a person's disabling mental or physical condition such as imitating manner of speech or movement, or interference with necessary equipment.



- 10. Genetic Information** - Genetic information harassment can include, for example, making offensive or derogatory remarks about an applicant or employee's genetic information, or about the genetic information of a relative of the applicant or employee. Genetic information includes information about an individual's genetic tests and the genetic tests of an individual's family members, as well as information about family medical history.

**Training**

The District shall implement a reasonable training program to make employees aware of the District's harassment policies and procedures.



**ACTION ITEM BRIEFING MEMO**  
**BUUSD BOARD AGENDA ITEM**  
**BOARD AGENDA May 8, 2024**

**Agenda Section/Item No (please add item # below)**

**Consent - \_\_\_\_\_ Discussion - \_\_\_\_\_ Action - Item No: 8.3**

**AGENDA ITEM DESCRIPTION:**

**Item 8 - Old Business**

**8.3** Second and Final Reading Fiscal Management & General Financial Accountability (F20)"

**SUBMITTING STAFF PERSON or BOARD MEMBER:** ~~Curriculum~~ Policy Committee and Finance Committee

**BACKGROUND/SUPPLEMENTAL INFORMATION:**

Discussion from December 13th Board meeting - Policy F20:

Ms. Parker provided an overview of the VSBA Policy Notes. Discussion included District audits and concerns related to the number of items that were removed from the recommended policy. The Board voted to accept the recommendation of a member to send Policy F20 to the Finance Committee for a deeper dive. Return to Board for Second and Final Reading after Finance Committee reviews.

Finance Committee reviewed F20 at their meeting on April 15, 2024. The committee decided F20 would remain as it was presented for the first read but the following will be added to procedures.

- F20 #6 -BUUSD Board has determined that supplies, materials, and instructional equipment is limited to anything \$200 and above.
- F20 #10 - The board has determined as requested can be no more than once a month.
- F20 #3 - Proper control is considered adhering to these three steps: Unified Chart of Account, Internal Control questionnaire and the alignment with handbooks.

**LINK(S):**

**ATTACHMENTS:** Copy of Policy F20

**RECOMMENDED ACTION/MOTION:** Motion to approve the Second and Final Reading Fiscal Management & General Financial Accountability (F20).

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

**CODE: F 20**

**1<sup>ST</sup> READING: 12/13/2023**

**2<sup>ND</sup> READING: 5/8/2024**

**ADOPTED:**

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**FISCAL MANAGEMENT AND GENERAL FINANCIAL  
ACCOUNTABILITY**

**Statement of Policy**

It is the policy of the Barre Unified Union School District (BUUSD) 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.

**Administrative Responsibilities**

The superintendent or designee shall develop procedures and/or assist the board to:

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



**ACTION ITEM BRIEFING MEMO**  
**BUUSD BOARD AGENDA ITEM**  
**BOARD AGENDA May 8, 2024**

**Agenda Section/Item No (please add item # below)**

**Consent - \_\_\_\_\_ Discussion - \_\_\_\_\_ Action - Item No: 8.4**

**AGENDA ITEM DESCRIPTION:**

**Item 8 - Old Business**

**8.4 Second and Final Reading Capitalization of Assets (F23)"**

**SUBMITTING STAFF PERSON or BOARD MEMBER:** ~~Curriculum~~ Policy Committee and Finance Committee.

**BACKGROUND/SUPPLEMENTAL INFORMATION:**

Discussion from December 13th Board meeting - Policy F23:

Ms. Parker provided an overview of the VSBA Policy Notes. At the Policy Committee meeting, one committee member suggested that the policy be discussed by the Finance Committee. The Board voted to accept the recommendation of a member to send Policy F23 to the Finance Committee. Return to Board for Second and Final Reading after Finance Committee reviews.

Finance Committee reviewed F23 at their meeting on April 15, 2024. The committee decided the following modification would be made.

- Add our school district name,
- Under Administrative Responsibilities #2, 3A - Individual Component Value \$5000
- Under Administrative Responsibilities #2, 3C (optional) - After discussion it was decided it will be included in the policy

**LINK(S):**

**ATTACHMENTS:** Copy of Policy F23

**RECOMMENDED ACTION/MOTION:** Motion to approve the Second and Final Reading Capitalization of Assets (F23)

# Finance Committee Recommendations

## BARRE UNIFIED UNION SCHOOL DISTRICT #97 POLICY

CODE: F 23

1st READING: 12/13/2023

2nd READING: 5/8/2024

ADOPTED:

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## CAPITALIZATION OF ASSETS

### Statement of Policy

It is the policy of the Barre Unified Union School District (BUUSD) to account for and control all capital assets under the District's control.

### 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.

### Administrative Responsibilities

1. The superintendent or designee shall maintain a schedule of capital assets reported in conjunction with the annual audit.
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. 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 shall be recorded at their estimated fair market value on the date of donation and capitalized according to the above criteria.
4. Annual depreciation 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 in accordance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) rulings.



# **BUUSD**

## ***Barre Unified Union School District***

### **ACTION ITEM BRIEFING MEMO BUUSD BOARD MEETING AGENDA ITEM BUUSD BOARD MEETING AGENDA: May 8, 2024**

**Consent Item No.:** 8.5 **Discussion Item No.**      **Action Item No.**     

**AGENDA ITEM DESCRIPTION(How the item shall appear on the agenda):**

Board Retreat

**SUBJECT(Explain what the item is):**

Give an update on the board retreat and discuss timeline

**SUBMITTING STAFF PERSON or COMMITTEE MEMBER:**

Michael Boutin

**RESOURCES NEEDED INCLUDING STAFF TIME:**

\$1,850 and staff time to be there for the retreat and possible food expenditures

**STAFF RECCOMENDATION:**

N/A

**DESIRED OUTCOME(What is the purpose of this item):**

To provide an update and approve the contract with NESDEC to facilitate the session.

**BACKGROUND/SUPPLEMENTAL INFORMATION(If there is an background/history regarding it please advise):**

I asked NESDEC if they could facilitate our board retreat. I explained some of the challenges we are facing in our district and they reached out to local partners and created a brand new workshop specifically catered to BUUSD. They have indicated that it would likely be best to do this workshop with the new superintendent. Please see the NESDEC documents for additional information.

**LINK(S):**

**ATTACHMENTS:**

Contract and workshop outline

**INTERESTED/AFFECTED PARTIES:**

BUUSD Board

**RECOMMENDED ACTION/MOTION:**

Make a motion to approve the contract with NESDEC and authorize the chair to sign.

**NEXT STEPS**

Once we have a superintendent selected we should schedule the retreat which will likely be in June or July. Sonya or someone else can send a poll to work out schedules.

**ADDITIONAL MOTION IF WANTED**

Authorize the chair to work with staff to set the venue and organize any refreshments as needed, once the date and time is set for the retreat.



*New England School Development Council*

28 Lord Road, Marlborough, MA 01752 ➤ Tel: 508-481-9444 ➤ [www.nesdec.org](http://www.nesdec.org)

April X, 2024

Michael Boutin, School Board Chair  
Barre Unified Union School District  
120 Ayers Street  
Barre, VT 05641

Dear Mr. Boutin:

In response to your recent inquiry regarding an on-site school board workshop, I am pleased to forward an agreement for this training, entitled "Reconnecting to the 'Why' of Our Work", for the Barre Unified Union School District. Please be assured that any aspect of the agreement is subject to modification at your request.

If the agreement meets with your approval, please return a copy to our office with an authorized signature as indicated on page 2. We will then sign and send you a copy of the fully executed agreement. Should you require additional information or clarification regarding the services that NESDEC can provide, please feel free to contact me at your convenience.

We look forward to continuing our work with the Barre Unified Union School District.

Very truly yours,

A handwritten signature in black ink, appearing to read "David DeRuosi, Jr.", is written over a large, light gray, stylized watermark of a graduation cap (mortarboard) that spans the width of the page.

David DeRuosi, Jr., Ed.D.  
Executive Director





*New England School Development Council*

28 Lord Road, Marlborough, MA 01752 ➤ Tel: 508-481-9444 ➤ [www.nesdec.org](http://www.nesdec.org)

**AGREEMENT  
SUBMITTED BY  
NEW ENGLAND SCHOOL DEVELOPMENT COUNCIL  
TO  
BARRE UNIFIED UNION SCHOOL DISTRICT  
FOR  
*RECONNECTING TO THE 'WHY' OF OUR WORK*  
SCHOOL BOARD WORKSHOP**

**Purpose of the Training/Overview**

This workshop will focus on the “why?” associated with School Board work. Through interactive activities and discussions, Barre Unified Union School Board members will unpack the purpose of their work. To accomplish this, the Board will engage in facilitated discussions, exploring personal experiences and expectations, and looking at the strengths of the board and some of the challenges it may face.

The goal in this training would be to bring the Barre Unified Union School Board together to support them in their work by transitioning them from the “why?” of the work, to the “how” they will work, and ultimately to “what” they wish to accomplish.

**Scope/Proposed Workshop Format**

NESDEC will develop and present a custom-designed school board training program for members of the Barre Unified Union School Board.

***Phase I: Start with Why***

Using the work of Simon Sinek, author of *Start with Why: How Great Leaders Inspire Everyone to Take Action*:

- Participants will share their “why” regarding their decisions to run for the School Board
- Participants will observe a Ted Talk video
- Participants will engage in a variety of interactive activities cumulating in a better understanding of each other’s purpose and the purpose of the School Board

Estimated time: 1.5 hours

***Phase II: What do we need to do as Board to achieve our purpose?***

Continuing with the recommended text, participants will transition from the “why?” of the work, to the “how” they will work, to “what” they wish to accomplish. Participants will engage in a

variety of interactive activities cumulating in a reflective understanding of what a Board needs to function as a high performing leadership team.

Estimated time: 1.5 hours

**Total estimated workshop time: 3 hours**

The above format is provided by way of example. The program content can be adjusted and finalized, in advance of the workshop, through further discussion. It is understood that substantial changes in the design and/or content of the workshop may impact the cost of the activity.

**Logistics**

The Board training sessions will be conducted at a date and time to be determined, at a Barre UUSD facility to be determined, as agreed to in advance by the parties.

**Cost**

The consulting fee for this workshop will be **\$1,850**. This quote includes the fee for the consultant(s) and reasonable associated expenses such as travel, materials, and copying, as necessary.

Additional expenses incurred by NESDEC (i.e. overnight accommodations, technology, etc.), if agreed to in advance by the parties, will be reimbursed by the district upon receipt of invoice and receipts/ documentation.

**Fee Payment Schedule**

Terms: Payment in full is due within 30 days of completion of training.

***This price quote will remain in effect until XXX.***

**Signatures**

**In order to accept and approve the work described above, an authorized individual signs below:**

**For the Barre Unified Union School Board:**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Title**

**Date** \_\_\_\_\_

**For the New England School Development Council:**

\_\_\_\_\_  
**David DeRuosi, Jr., Ed.D.**

\_\_\_\_\_  
**Executive Director**

**Date** \_\_\_\_\_