

Addendum
BUUSD Board Meeting
August 28, 2024

Board training this summer....

Debbie Singiser <dsingiser@vtvsba.org>
To: Sonya Spaulding <sspaulding@buusd.org>

Mon, Jun 10, 2024 at 5:18 PM

Hi Sonya,

Thank you for your patience in waiting for my response. Timing is everything and unfortunately, your email arrived the day I left on vacation for two weeks. I hope you didn't give up on me! :)

Descriptions of all of the VSBA's customized board training can be found in the attached brochure, which we mail out to all school board members in January. Check out pp 9-11 for a complete listing

The workshops you asked about are below:

Governance Standards: The VT AOE's District Quality Standards, which include governance standards for school boards, were adopted in 2023 and will go into effect on July 1, 2025. The standards are general principles of good governance and provide boards guidance on what is essential to their work. There are 14 standards organized into three core areas: Governance Priorities, Governance Protocols, Governance Processes. The VSBA offers a self-evaluation for individual boards to determine where the gaps are between its current practices and the new standards. Boards then develop an implementation plan to address these gaps. This is offered as a stand-alone training or can be incorporated into a board retreat.

Roles, Responsibilities & Teamwork: Effective and high-functioning boards can have a positive impact on student achievement. A key characteristic of an effective board is meeting its responsibilities by understanding its role. This workshop discusses the difference between governance and management in school systems, and who is responsible for what. It clarifies the different roles in the district and how this relates to the chain of accountability and authority. Other topics include the board-superintendent partnership, managing requests for information, and handling complaints. While best if facilitated in a three-hour interactive workshop, this content can be provided as a one- or two-hour training and combined with Open Meeting Law and Roberts Rules of Order.

Board Self-Assessment: A hallmark of effective boards is regular assessment of their performance. Self-assessment is required by DQS Governance Protocols 113.2.1: "The Board annually assesses its performance, including adherence to agreed protocols, processes, and policies"; 113.2.2: "The Board annually reviews whether and/or how its actions and contributions have impacted the school system's success in meeting goals"; and 113.2.3 "The Board annually evaluates the effectiveness of community engagement and public communication efforts." The VSBA offers a board self-assessment tool for members to complete. Using the results, the VSBA facilitates an interactive discussion on growth opportunities and helps the board develop a plan for continuous improvement.

With your board being so new, I might suggest starting with **Role and Responsibilities** and possibly combining it with **Open Meeting Law and Roberts Rules of Order**, which is led by David, our new Legislative and Policy Director. We could make this a half-day session for \$750 (see pricing below).

For customized board training, VSBA has the following rates:

Standard Board Development - single presenter	\$150/hr plus mileage \$500/1/2 day \$900/Full day \$1700/2 day
Standard Board Development - double presenter	\$225/hr plus mileage per person \$750/1/2 day \$1,350/Full day \$2,250/2 day

Let's discuss options at the VSBA board retreat on Wednesday in Stowe. You can meet David as well.

See you then!

Debbie

[Quoted text hidden]

Meeting Details Agenda Template	Community Engagement/SWP	Budget/Fiscal	Policy	Board Education Reports	Other Business	Standing Items	Superintendent Evaluation	New Hires
July 31 - 6 PM SHS (Special Mtg)			VSBA Model Policy Page		Superintendent-Board Working Agreements	Minutes, Warrants, New Hires		
August 7 - 6 PM SHS (Special Mtg)				Open Meeting Law Training	Board Training - Open Meeting Law	Minutes, Warrants, New Hires		New Hire Information
August 14 - 6 PM SHS					Annual Fuel/Propane/Woodchip Contracts Approval (Lisa P) FY25 Budget Discussion	Minutes, Warrants, New Hires		New Hire Information
August 21 - 6 PM SHS (Special Mtg)		Budget Discussion Budget and Warning Approval (FY25)				Minutes, Warrants, New Hires		New Hire Information
August 28 - 6 PM SHS						Minutes, Warrants, New Hires		New Hire Information
September 11 - 6 PM SHS				Sept. 7 Curriculum Cmt Mtg to update the New Director of Curriculum	VISBIT Proxy (Multi-Line/Unemployment) Summer Project Update - (Jamie E.)	Minutes, Warrants, New Hires		New Hire Information
September 25 - 6 PM SHS		Monthly Expenditure Report			Youth Risk Behavior Survey (YRBS) Presentation - PJ LaPerle/Dawn Poitras (SAP) Building/Superintendent Rpts VSBA Resolutions RFP for Merging the Schools	Minutes, Warrants, New Hires		New Hire Information
October 9 - 6 PM SHS					Solar Credits	Minutes, Warrants, New Hires		New Hire Information
October 23 - 6 PM SHS		Monthly Expenditure Report		School Board/Superintendent Required Training through VSA/VSBA - Oct. 24 & 25 Lake Morey	Board Committees Discussion	Minutes, Warrants, New Hires		New Hire Information
November 13 - 6 PM SHS						Minutes, Warrants, New Hires		New Hire Information
November 27 - 6 PM SHS		Monthly Expenditure Report Financial Management Questionnaire - (Lisa P.)	November 20th - Policy Cmt Mtg		Enrollment/Home Study CIA Plan Update Special Ed Staff/Child Count Data Rpt Discipline Data Building/Superintendent Rpts	Minutes, Warrants, New Hires		New Hire Information
December 11 - 6 PM SHS		Audit Presentation Monthly Expenditure Report			Superintendent Evaluation - Contract with VSBA (Board Chair)	Minutes, Warrants, New Hires		New Hire Information
December 25 - 6 PM SHS	Christmas Day				Building/Superintendent Rpts Committee Reports	Minutes, Warrants, New Hires		New Hire Information
January 8 - 6 PM SHS		Announced Tuition Monthly Expenditure Report			Budget and Warning Approval Announced Tuition - (Lisa P.) Winooski Valley School Choice Approval	Minutes, Warrants, New Hires		New Hire Information
January 22 - 6 PM SHS					ES: Administrator Evals (Supt.) ES: Non-Renewals Admin (HR/Supt.) ES: Superintendent Eval (VSBA) Enrollment/Home Study CIA Plan Update Special Ed Staff/Child Count Data Rpt Discipline Data Building/Superintendent Rpts Committee Reports	Minutes, Warrants, New Hires	New Hire Information	

Board Meeting Planner 2024-2025

Meeting Details Agenda Template	Community Engagement/SWP	Budget/Fiscal	Policy	Board Education Reports	Other Business	Standing Items	Superintendent Evaluation	New Hires
February 12 - 6 PM SHS		Monthly Expenditure Report			Audit Presentation by Auditors	Minutes, Warrants, New Hires		New Hire Information
February 26 - 6 PM SHS					Building/Superintendent Rpts Committee Reports	Minutes, Warrants, New Hires		New Hire Information
March 12 - 6 PM SHS (Reorganization Mtg)		Monthly Expenditure Report			Board Reorganization ES: Non-Renewals Teachers (HR/Supt)	Minutes, Warrants, New Hires		New Hire Information
March 26 - 6 PM SHS					Building/Superintendent Rpts Committee Reports	Minutes, Warrants, New Hires		New Hire Information
April 9 - 6 PM SHS		Monthly Expenditure Report				Minutes, Warrants, New Hires		New Hire Information
April 23 - 6 PM SHS					Enrollment/Home Study CIA Plan Update Special Ed Staff/Child Count Data Rpt Discipline Data Building/Superintendent Rpts Committee Reports	Minutes, Warrants, New Hires		New Hire Information
May 14 - 6 PM SHS		Monthly Expenditure Report				Minutes, Warrants, New Hires		New Hire Information
May 28 - 6 PM SHS					Summer Projects - (Jamie E). Apply for CIP Plan Approval - (Amanda R.) Building/Superintendent Rpts Committee Reports	Minutes, Warrants, New Hires		New Hire Information
June 11 - 6 PM SHS		Monthly Expenditure Report			RAN - (Lisa P.) Bids for Summer Projects (Lisa/Jamie) Annual Designation of Truant Officers and HHB Report Recipients (Policy C10)	Minutes, Warrants, New Hires		New Hire Information
June 25 - 6 PM SHS					Enrollment/Home Study CIA Plan Update Special Ed Staff/Child Count Data Rpt Discipline Data Building/Superintendent Rpts Committee Reports	Minutes, Warrants, New Hires		New Hire Information

Parking Lot Items from Previous Agendas

Action Memo Provided	No Action Memos (old parking lot items)
Briefing Memo Policy [Action Memo - Mr. Boutin]	Recruit Recording Secretary [added by Alice April 10]
Behavioral Ad-Hoc Committee [Action Memo - Mr. Boutin]	Legal Information Requested [added by Nancy April 10]
Board Retreat Planning VSBA [Action Memo - Mrs. Spaulding] August 28th Mtg	Action Memo (added by Nancy March 2024)
School Board Committees [Action Memo - Mrs. Spaulding]	Discussion w/staff regarding student behaviors (added Feb. 2024)
Board Retreat Planning NESDEC [Action Memo - Mr. Boutin] August 28th Mtg	Community Building (added by Mrs. Spaulding Dec. 20)
	Procedures and Processes and How Behavior Issues are Reported (added by Mr. Boutin Oct. 25)
Added to Planner Quarterly	Follow up on Middle School Athletic Program (added by Mrs. Spaulding Oct. 25)
Enrollment/Home Study (Quarterly: Nov., Jan., Apr. and June)	Procedures for F3 & F4 Policies (added by Mrs. Leclerc Oct. 11)
CIA Plan Update (Quarterly: Nov., Jan., Apr. & June)	Consolidation of Buildings (Articles 3 & 4) (November)
Special Education Staff/Child Count Data Report (Quarterly Nov/Jan/April/June)	5-Year Capital Plan (Ongoing)
Discipline Data (Quarterly Nov/Feb/April/June)	SHS Athletic Fields (Ongoing)
	Board Member Participation in Exit Interviews (added by Mr. Boutin, June 2023)
I think this was done at Curriculum Committee Meeting??	Behavior Committee (added by Mr. Boutin Nov. 29)
Reading/Math Interventionist presentation regarding Test Scores (added Feb. 2024)	
Board Retreat Item	
New Governance Standards (added by Mrs. Reynolds Sept 2023; New Standards go into Effect July 2025)	

Community Engagement Plan

Budget VOTE Sept. 17, 2024

**Goals: To provide timely accurate information about the budget
To allow multiple ways for the public to ask questions
To create outreach that is personal and effective**

STAKEHOLDER	KEY MESSAGE	COMMUNICATION VEHICLE	TIME FRAME	WHO IS RESPONSIBLE	DATE OF EVENT(S)
Students	Voting Day Encouraging 18 yr. olds to vote	Student Council	1st week of School	Brody and Student Council	
Teachers/Staff	Voting Day Information about tax impact		Every week from Aug 26 - Sept 16	Rachel is working with teachers and support staff to be at key events	
Parents/Caregivers	Vote Date Tax Impact	Alert system to provide info. Meet and Greet at Schools Open Houses	Every week from Aug 26 - Sept 16	<ul style="list-style-type: none"> JoAn and Staff Board Members 	Mon. Aug 26 PreK Aug 29
Residents	Vote Date Tax Impact	FPF <u>District Website</u> Music Festival Facebook	Every week from Aug 26 - Sept 16	<ul style="list-style-type: none"> JoAn and Staff Administrators Board Members 	Music Fest. Sept. 5 Informational Mtg Sept. 11 Board Mtg
Businesses	Vote Date Tax Impact	Attend Rotary What other civic groups?	Every week from Aug 26 - Sept 16	JC needs help being introduced.	
City/Town Government	Voting Day Tax Impact	Attend a Meeting	Every week from Aug 26 - Sept 16		Barre City Aug 27 Barre Town July 23