

**Addendum**  
**BUUSD Board Retreat Meeting**  
**April 7, 2025**

## **BUUSD School Board Briefing Memo April 7, 2025**

**AGENDA ITEM DESCRIPTION:** More detail to the Board Retreat

**BACKGROUND/SUPPLEMENTAL INFORMATION:** None

**ATTACHMENTS:**

**RECOMMENDED ACTION/MOTION:** No Action or Motion Needed

Dear Board Members,

I am excited to work with you at the retreat on Monday.  
I want to give you some advance information about the meeting.

We have two items that need your attention before. We begin the retreat. I hope this does not take too long so that it does not cut into the retreat time.

Please park behind the building at 105 Main. Go into Keith Dr. after the brick building on Main Street. We put a sign on the internal and external doors in the library so if the public does not see the agenda they will know where to go.

Tracy Wrend will be facilitating the meeting so that I can join the conversation.  
The retreat is funded from the Superintendent's budget and if you need to know the total expense of this meeting let me know.

I appreciate that most of you completed the survey that I sent out. I have prioritized the suggestions. Some topics will be explored, others will need some further planning.

My thoughts on committees are as follows:

1. Policy Committee: I followed up with Sandra Cameron about policies. The previous superintendent was the one that said the VSBA said all policies were in good shape. Not exactly true. We have some work to do. I am going to suggest to the board that we use the Policy Audit service from VSAB so that we can get a good grip on what needs to be done. Second step is to review our policy on policy development and ask our attorney if we can add a section to include our ability to approve incidental changes to some of the policies in one meeting. Neither the VSBA or BUUSD policies currently have that language in it. So it is clear that we need this as a Board Committee. The charge is obvious as this is a major role of the School Board.

2. Finance Committee: I think the Finance Committee should have several charges: a) to review the form format and frequency of financial reports and confirm that the current system works or if there needs to be some changes. b). Develop a process and calendar for budget development and community engagement. The emphasis is on community engagement since this is something that is the responsibility of both the superintendent and the Board.

3. Facilities Committee: The charge is to develop a long range master and operations plan and to determine how to bring projects to the full School Board for approval. Jamie is working on a Master Plan now, however, given that we have a new Board we should make sure he is on the right track and review the type of information the Board needs to ensure it includes the information you need to approve projects.

4. Negotiations: We have three contracts to negotiate next year. This is a major undertaking and one that should start before the end of this school year. We need to identify an attorney to work with us and then a schedule of internal meetings during the summer in preparation for negotiations sessions in the Fall.

Some of the time we spend on Monday may seem like a repeat of what we have done in the past. However with a 1/3 turnover of Board Members and the fact that we did not fully achieve a fully functional board, it is my belief that we need to restart, recommit to Board excellence and establish agreements that will help us improve and move forward.



**BRIEFING MEMO**  
**BUUSD BOARD AGENDA ITEM**  
**BOARD AGENDA: April 7, 2025**

**Consent** - Item No: \_\_\_\_\_    **Discussion** - Item No: \_\_\_\_\_    **Action** - Item No: Add to the Agenda

**AGENDA ITEM DESCRIPTION:** Barre Town Middle & Elementary School Stormwater project.

**SUBMITTING PERSON:** Jamie Evans, Director of Facilities

**RECOMMENDATION:** Approve the Superintendent's recommendation to accept K. Bellavance Land Works bid for the BTMES Stormwater project.

**BACKGROUND/SUPPLEMENTAL INFORMATION:** Bid information and the superintendent's recommendation are attached.

**ATTACHMENTS and or LINK(S):** Bid Information and RFP with Superintendent's Recommendation

**RECOMMENDED ACTION/MOTION:** Motion to approve the Superintendent's recommendation to use K. Bellavance Land Works for stormwater project at BTMES. BUUSD share is 10%. The board approves \$26,995 to be paid from the Capital Improvement Fund.



Spaulding High School  
Spaulding Education Alternatives  
Barre City Elementary and Middle School  
Barre Town Middle and Elementary School

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**JoAn Canning**  
Superintendent of Schools

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## **Results of Request for Proposal** **BTMES Stormwater Project**

<b>Vendor/Contractor</b>	<b>Unit Price</b>
<b>K. Bellavance Land Works</b>	<b>\$269,955</b>
<b>Avery Excavation Inc.</b>	<b>\$313,681</b>

**Superintendent Recommends: K. Bellavance Land Works.**  
**BUUSD share is 10%. Board approves \$26,995 to be paid from the**  
**Capital Improvement Fund.**

						Engineer Estimate		K. Bellavance Land Works		Avery Excavation Inc	
Section Title	Line Item	Item Code	Item Description	UofM	Quantity	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
Section A							\$207,416.00		\$269,955.00		\$313,681.00
	1	SP-4	MOBILIZATION/ CONTRACTOR WORK	LS	1	\$15,000.00	\$15,000.00	\$29,470.00	\$29,470.00	\$28,626.00	\$28,626.00
	2	203.15	DRAINAGE SWALE EXCAVATION AND GRADING	CY	380	\$30.00	\$11,400.00	\$31.50	\$11,970.00	\$32.00	\$12,160.00
	3	203.15	STRIP AND STOCKPILE TOPSOIL	CY	250	\$35.00	\$8,750.00	\$21.76	\$5,440.00	\$8.00	\$2,000.00
	4	651.35	TOPSOIL	CY	250	\$50.00	\$12,500.00	\$90.00	\$22,500.00	\$68.00	\$17,000.00
	5	651.15	TURF ESTABLISHMENT, GENERAL SEED	SY	2250	\$2.00	\$4,500.00	\$15.00	\$33,750.00	\$0.60	\$1,350.00
	6	653.12	MULCH	TON	1	\$1,000.00	\$1,000.00	\$1,500.00	\$1,500.00	\$540.00	\$540.00
	7	613.1011	ENERGY DISSIPATOR A (TYPE I STONE)	EA	2	\$1,200.00	\$2,400.00	\$2,225.00	\$4,450.00	\$500.00	\$1,000.00
	8	529.15	REMOVE AND DISPOSE OF EXISTING CATCH BASIN	EA	2	\$600.00	\$1,200.00	\$950.00	\$1,900.00	\$750.00	\$1,500.00
	9	601.091	15" HDPE STORM DRAIN PIPE	LF	54	\$54.00	\$2,916.00	\$75.00	\$4,050.00	\$67.00	\$3,618.00
	10	604.1	NEW 3' CATCH BASIN	EA	1	\$5,000.00	\$5,000.00	\$5,150.00	\$5,150.00	\$3,800.00	\$3,800.00
	11	604.1	NEW 4' CATCH BASIN	EA	1	\$5,500.00	\$5,500.00	\$6,155.00	\$6,155.00	\$5,800.00	\$5,800.00
	12	604.1	NEW 5' CATCH BASIN	EA	1	\$6,500.00	\$6,500.00	\$7,280.00	\$7,280.00	\$6,800.00	\$6,800.00
	13	203.15	FOREBAY EXCAVATION AND DISPOSAL	CY	110	\$35.00	\$3,850.00	\$37.50	\$4,125.00	\$22.00	\$2,420.00
	14	203.15	BASIN EXCAVATION CUT AND FILL	CY	160	\$30.00	\$4,800.00	\$35.00	\$5,600.00	\$22.00	\$3,520.00
	15	613.1002	BIORETENTION AREA OVERFLOW STONE	CY	66	\$100.00	\$6,600.00	\$45.00	\$2,970.00	\$72.00	\$4,752.00
	16	654.006	BIORETENTION SOIL	CY	77	\$110.00	\$8,470.00	\$125.00	\$9,625.00	\$180.00	\$13,860.00
	17	654.006	BIORETENTION WASHED STONE	CY	36	\$75.00	\$2,700.00	\$55.00	\$1,980.00	\$84.00	\$3,024.00
	18	654.006	BIORETENTION PERFORATED 8" UNDERDRAIN	LF	120	\$50.00	\$6,000.00	\$65.00	\$7,800.00	\$72.00	\$8,640.00
	19	654.006	FILTER FABRIC	SY	275	\$5.00	\$1,375.00	\$6.00	\$1,650.00	\$4.00	\$1,100.00
	20	604.21	BIORETENTION OUTLET STRUCTURE	EA	1	\$11,000.00	\$11,000.00	\$5,880.00	\$5,880.00	\$4,800.00	\$4,800.00
	21	620.1504	BIORETENTION AREA 4'H X 16' ACCESS GATE - MATERIAL TO BE SELECTED BY OWNER	EA	1	\$1,500.00	\$1,500.00	\$3,200.00	\$3,200.00	\$3,500.00	\$3,500.00
	22	653.5	BIORETENTION AREA SECURITY FENCE - MATERIAL TO BE SELECTED BY OWNER	LF	360	\$50.00	\$18,000.00	\$52.75	\$18,990.00	\$68.00	\$24,480.00
	23	601.0915	18" HDPE STORM DRAIN PIPE	LF	100	\$80.00	\$8,000.00	\$85.00	\$8,500.00	\$120.00	\$12,000.00
	24	601.092	24" HDPE STORM DRAIN PIPE	LF	54	\$100.00	\$5,400.00	\$100.00	\$5,400.00	\$182.00	\$9,828.00
	25	SP-8	REMOVAL AND DISPOSAL OF EXISTING PIPE	LF	130	\$25.00	\$3,250.00	\$25.00	\$3,250.00	\$20.00	\$2,600.00
	26	613.1002	ENERGY DISSIPATOR B	EA	1	\$1,100.00	\$1,100.00	\$1,250.00	\$1,250.00	\$1,500.00	\$1,500.00
	27	653.4702	SILT FENCE	LF	200	\$6.00	\$1,200.00	\$3.00	\$600.00	\$6.00	\$1,200.00
	28	653.2001	EROSION CONTROL MATTING	SY	1210	\$5.00	\$6,050.00	\$3.00	\$3,630.00	\$6.50	\$7,865.00
	29	653.4001	INLET PROTECTION	EA	3	\$300.00	\$900.00	\$650.00	\$1,950.00	\$250.00	\$750.00
	30	SP-9	LANDSCAPING	LS	1	\$8,000.00	\$8,000.00	\$14,725.00	\$14,725.00	\$67,852.00	\$67,852.00
	31	653.35	STABLILIZED CONSTRUCTION ENTRANCE	CY	30	\$30.00	\$900.00	\$35.00	\$1,050.00	\$64.00	\$1,920.00
	32	681.101	RELOCATE CHICKEN COOP	EA	1	\$1,000.00	\$1,000.00	\$1,250.00	\$1,250.00	\$500.00	\$500.00
	33	601.2603	8" SOLID CPEP	LF	20	\$30.00	\$600.00	\$65.00	\$1,300.00	\$64.00	\$1,280.00
	34	SP-10	ANTISEEP COLLAR	EA	1	\$1,000.00	\$1,000.00	\$850.00	\$850.00	\$2,200.00	\$2,200.00
	35	649.31	FILTER FABRIC UNDER STONE	SY	145	\$7.00	\$1,015.00	\$5.00	\$725.00	\$8.00	\$1,160.00
	36	301.26	CRUSHED GRAVEL UNDER STRUCTURES	CY	4	\$40.00	\$160.00	\$35.00	\$140.00	\$54.00	\$216.00
	37	204.2	TRENCH EXCAVATION	CY	160	\$18.00	\$2,880.00	\$15.00	\$2,400.00	\$22.00	\$3,520.00
	38	SP-5	DISPOSAL OF CONTAMINATED SOILS	CY	250	\$100.00	\$25,000.00	\$110.00	\$27,500.00	\$180.00	\$45,000.00
Base Bid Total:							\$207,416.00		\$269,955.00		\$313,681.00

Board Retreat Resources 4.7.25 - **Paper copies will be provided at the retreat.**

## Regulation

[District Quality Standards](#)

[District Self Assessment](#)

[Board Policies](#) (All policies in Section A)

## Procedures

[Board Procedures](#) (All Board Procedures on the right side)

Community Members on BUUSD Board

[Working Agreements & Board Meeting Norms](#)

["How to Engage with the BUUSD Board"](#)

## [Open Meeting Law](#)

## Roberts Rules

At-a-glance

[Robert's Rules](#)

[VSBA Robert's Rules & Executive Session](#)

[Rules for Small Boards](#)

Public Comment

See Public Comment Procedure & How to Engage with the BUUSD Board

(above)

[50 guidelines for Public Comment](#)

- Is there law, regulation, policy, procedure or other source that tells us who handles this and how?
- Who's responsible for this? Who is closest to the topic?
- Does it relate to agreed upon board goals?