

Addendum
BUUSD Board Meeting
December 1, 2025



BUUSD

Barre Unified Union School District

BRIEFING MEMO

DATE SUBMITTED TO THE CHAIR/SUPERINTENDENT:

11/29/2025

AGENDA ITEM DESCRIPTION:

PK-8 Restructuring/Articles of Agreement (Articles 3 & 4)

SUBMITTING PERSON:

Michael Boutin

RESOURCES NEEDED INCLUDING STAFF TIME:

Meeting time

STAFF RECCOMENDATION:

N/A

BACKGROUND/SUPPLEMENTAL INFORMATION:

With Act 46, the merging of districts was the first step. The continued increase in costs is a prime reason to explore how the consolidation of schools will be more efficient and save money. The continued concerns with academic achievement are another prime reason to explore how consolidating elementary and middle schools is better for student success. Multiple board members have discussed the benefits of consolidating schools at different points over the last 3-5 years, including a preliminary 10 year plan discussion, the need to amend or eliminate Articles 3 and 4 from the Articles of Agreement.

ATTACHMENTS:

None

INTERESTED/AFFECTED PARTIES:

The district

RECOMMENDED ACTION/MOTION:

Motion to instruct the superintendent to do a high level rough estimate of cost savings and efficiencies gained by merging the schools. Also instruct her to reach out to legal council to inquire how to remove the articles in March.



BUUSD

Barre Unified Union School District

BRIEFING MEMO

DATE SUBMITTED TO THE CHAIR/SUPERINTENDENT:

11/29/2025

AGENDA ITEM DESCRIPTION:

Finance Committee Charge

SUBMITTING PERSON:

Michael Boutin

RESOURCES NEEDED INCLUDING STAFF TIME:

Meeting time

STAFF RECCOMENDATION:

N/A

BACKGROUND/SUPPLEMENTAL INFORMATION:

A few months ago, we reinstated our committees and provided them with charges. There has been some questions regarding the charge of the Finance committee.

Committee Charge: a) to review the form format and frequency of financial reports and to determine if there needs to be any 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.

We should have a conversation about what the finance committee should be doing and potentially modifying the charge.

ATTACHMENTS:

None

INTERESTED/AFFECTED PARTIES:

The Board and the public and staff

RECOMMENDED ACTION/MOTION:

No motion or a motion to modify the charge of the committee for clarity and direction.



BUUSD

Barre Unified Union School District

BRIEFING MEMO

DATE SUBMITTED TO THE CHAIR/SUPERINTENDENT:

11/29/2025

AGENDA ITEM DESCRIPTION:

Public Comment

SUBMITTING PERSON:

Michael Boutin

RESOURCES NEEDED INCLUDING STAFF TIME:

Meeting time

STAFF RECCOMENDATION:

N/A

BACKGROUND/SUPPLEMENTAL INFORMATION:

The BUUSD has gone through a lot of iterations of public comment. This board has preferred a more of a listening to the comments verses back and forth. In the past we have had people be extremely disrespectful to staff. At this juncture we have taken the stance that there is a 2 minute time and questions are allowed and will be answered unless they cannot be at the board. There has been significant conversation about this and the board chair would like some guidance from the board on how they want to see public comment.

ATTACHMENTS:

BUUSD and Montpelier's policy, BUUSD's procedures, applicable statute, VSBA script, select comments from other chairs in Vermont.

INTERESTED/AFFECTED PARTIES:

The Board and the public and staff

RECOMMENDED ACTION/MOTION:

No motion, just looking for feedback

Some ideas the board chair would consider changing(would entertain others):

3 minute allowed

15 minutes allowance for Public Comment portion in total

A second round subject to board vote(both person and extension of the 15 minute cut off

Term clarification questions outside the normal public comment portion

The Vermont Statutes Online

The Statutes below include the actions of the 2025 session of the General Assembly.

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

Title 16 : Education

Chapter 009 : School Districts

Subchapter 004 : OTHER PROVISIONS

(Cite as: 16 V.S.A. § 554)

§ 554. School board meetings; majority vote, quorum, Robert's Rules, public participation

(a) A majority of the members of the board shall constitute a quorum. Notwithstanding 1 V.S.A. § 172, the concurrence of a majority of members present at a school board meeting shall be necessary and sufficient for board action.

(b) A school board meeting shall be conducted in accordance with the Vermont Open Meeting Law. Robert's Rules of Order shall govern the conduct of school board meetings. A school board shall afford a reasonable opportunity to any person in the school district to appear and express views in regard to any matter considered by the school board and, if requested to do so, shall give reasons for its action in writing. (Added 1969, No. 298 (Adj. Sess.), § 31; amended 1975, No. 48, § 5, eff. April 15, 1975; 1991, No. 181 (Adj. Sess.), § 13.)

The Vermont Statutes Online

The Statutes below include the actions of the 2025 session of the General Assembly.

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

Title 1 : General Provisions

Chapter 005 : Common Law; General Rights

Subchapter 002 : PUBLIC INFORMATION

(Cite as: 1 V.S.A. § 312)

§ 312. Right to attend meetings of public bodies

(a)(1) All meetings of a public body are declared to be open to the public at all times, except as provided in section 313 of this title. No resolution, rule, regulation, appointment, or formal action shall be considered binding except as taken or made at such open meeting, except as provided under subdivision 313(a)(2) of this title. A meeting of a public body is subject to the public accommodation requirements of 9 V.S.A. chapter 139. A public body shall electronically record all public hearings held to provide a forum for public comment on a proposed rule, pursuant to 3 V.S.A. § 840. The public shall have access to copies of such electronic recordings as described in section 316 of this title.

(2) Participation in meetings through electronic or other means.

(A) As long as the requirements of this subchapter are met, one or more of the members of a public body may attend a regular, special, or emergency meeting by electronic or other means without being physically present at a designated meeting location.

(B) If one or more members attend a meeting by electronic or other means, such members may fully participate in discussing the business of the public body and voting to take an action, but any vote of the public body that is not unanimous shall be taken by roll call.

(C) Each member who attends a meeting without being physically present at a designated meeting location shall:

- (i) identify himself or herself when the meeting is convened; and
- (ii) be able to hear the conduct of the meeting and be heard throughout the meeting.

(D) If a quorum or more of the members of a public body attend a meeting without being physically present at a designated meeting location, the agenda required under subsection (d) of this section shall designate at least one physical location where a member of the public can attend and participate in the meeting. At least one member of the public body, or at least one staff or designee of the public body, shall be physically present at each designated meeting location. The requirements of this subdivision (D) shall not apply to advisory bodies.

(3)(A) State public bodies; hybrid meeting requirement; exception for advisory bodies. Any public body of the State, except advisory bodies, shall:

(i) hold all regular and special meetings in a hybrid fashion, which shall include both a designated physical meeting location and a designated electronic meeting platform;

(ii) electronically record all meetings; and

(iii) for a minimum of 30 days following the approval and posting of the official minutes for a meeting, retain the audiovisual recording and post the recording in a designated electronic location.

(B) Exception; site inspections and field visits. This subdivision (3) shall not apply to gatherings of a State public body for purposes of a site inspection or field visit.

(C) Application of subdivision; State public bodies only. This subdivision (3) applies exclusively to State public bodies.

(4) State and local advisory bodies; electronic meetings without a physical meeting location. A quorum or more of the members of an advisory body may attend any meeting of the advisory body by electronic or other means without being physically present at or staffing a designated meeting location. A quorum or more of the members of any public body may attend an emergency meeting of the body by electronic or other means without being physically present at or staffing a designated meeting location.

(5) State public bodies; State and local advisory bodies; designating electronic platforms. A public body meeting pursuant to subdivision (3) or advisory body meeting pursuant to subdivision (4) of this subsection shall designate and use an electronic platform that allows the direct access, attendance, and participation of the public, including access by telephone. The public body shall post information that enables the public to directly access the designated electronic platform and include this information in the published agenda or public notice for the meeting.

(6) Local public bodies; meeting recordings.

(A) A public body of a municipality or political subdivision, except advisory bodies, shall record or cause to record, in audio or video form, any meeting of the public body and post a copy of the recording in a designated electronic location for a minimum of 30 days following the posting of the minutes for a meeting. This subdivision (A) shall not apply to gatherings of a public body for purposes of a site inspection or field visit.

(B) A municipality is exempt from subdivision (A) of this subdivision (6) if compliance would impose an undue hardship on the municipality.

(C) A municipality shall have the burden of proving that compliance under this section would impose an undue hardship on the municipality.

(b)(1) Minutes shall be taken of all meetings of public bodies. The minutes shall cover all topics and motions that arise at the meeting and give a true indication of the business of the meeting. Minutes shall include at least the following minimal information:

(A) all members of the public body present;

(B) all other active participants in the meeting;

(C) all motions, proposals, and resolutions made, offered, and considered, and what disposition is made of same; and

(D) the results of any votes, with a record of the individual vote of each member if a roll call is taken.

(2) Minutes of all public meetings shall be matters of public record, shall be kept by the clerk or secretary of the public body, and shall be available for inspection by any person and for purchase of copies at cost upon request after five calendar days from the date of any meeting. Meeting minutes shall be posted no later than five calendar days from the date of the meeting to a website, if one exists, that the public body maintains or has designated as the official website of the body. Except for draft minutes that have been substituted with updated minutes, posted minutes shall not be removed from the website sooner than one year from the date of the meeting for which the minutes were taken.

(c)(1) The time and place of all regular meetings subject to this section shall be clearly designated by statute, charter, regulation, ordinance, bylaw, resolution, or other determining authority of the public body, and this information shall be available to any person upon request. The time and place of all public hearings and meetings scheduled by all Executive Branch State agencies, departments, boards, or commissions shall be available to the public as required under 3 V.S.A. § 2222(c).

(2) The time, place, and purpose of a special meeting subject to this section shall be publicly announced at least 24 hours before the meeting. Municipal public bodies shall post notices of special meetings in or near the municipal clerk's office and in at least two other designated public places in the municipality or a neighboring municipality, at least 24 hours before the meeting. In addition, notice shall be given, either orally or in writing, to each member of the public body at least 24 hours before the meeting, except that a member may waive notice of a special meeting.

(3) Emergency meetings may be held without public announcement, without posting of notices, and without 24-hour notice to members, provided some public notice thereof is given as soon as possible before any such meeting. Emergency meetings may be held only

when necessary to respond to an unforeseen occurrence or condition requiring immediate attention by the public body.

(4) Any adjourned meeting shall be considered a new meeting, unless the time and place for the adjourned meeting is announced before the meeting adjourns.

(5) A person may request in writing that a public body notify the person of special meetings of the public body. The request shall apply only to the calendar year in which it is made, unless made in December, in which case it shall apply also to the following year.

(d)(1) At least 48 hours prior to a regular meeting, and at least 24 hours prior to a special meeting, a meeting agenda shall be:

(A) posted to a website, if one exists, that the public body maintains or designates as the official website of the body; and

(B) in the case of a municipal public body, posted in or near the municipal office and in at least two other designated public places in the municipality or a neighboring municipality.

(2) A meeting agenda shall be made available to a person prior to the meeting upon specific request.

(3) A meeting agenda shall contain sufficient details concerning the specific matters to be discussed by the public body. Whenever a public body includes an executive session as an item on a posted meeting agenda, the public body shall list the agenda item as "proposed executive session" and indicate the nature of the business of the executive session.

(4)(A) Any addition to or deletion from the agenda shall be made as the first act of business at the meeting.

(B) Any other adjustment to the agenda may be made at any time during the meeting.

(e) Nothing in this section or in section 313 of this title shall be construed as extending to the Judicial Branch of the Government of Vermont or of any part of the same or to the Public Utility Commission; nor shall it extend to the deliberations of any public body in connection with a quasi-judicial proceeding; nor shall anything in this section be construed to require the making public of any proceedings, records, or acts that are specifically made confidential by the laws of the United States of America or of this State.

(f) A written decision issued by a public body in connection with a quasi-judicial proceeding need not be adopted at an open meeting if the decision will be a public record.

(g) The provisions of this subchapter shall not apply to site inspections for the purpose of assessing damage or making tax assessments or abatements, clerical work, or work assignments of staff or other personnel. Routine, day-to-day administrative matters that do not require action by the public body may be conducted outside a duly warned meeting, provided that no money is appropriated, expended, or encumbered.

(h) At an open meeting, the public shall be given a reasonable opportunity to express its opinion on matters considered by the public body during the meeting, as long as order is maintained. Public comment shall be subject to reasonable rules established by the chairperson. This subsection shall not apply to quasi-judicial proceedings.

(i) Nothing in this section shall be construed to prohibit the Parole Board from meeting at correctional facilities, with attendance at the meeting subject to rules regarding access and security established by the superintendent of the facility.

(j) Request for access.

(1) A resident of the geographic area in which the public body has jurisdiction, a member of a public body, or a member of the press may request that a public body designate a physical meeting location or provide electronic or telephonic access to a regular meeting, but not to a series of regular meetings, special meetings, emergency meetings, or field visits.

(2) The request shall be made in writing, as specified by the public body, not less than two business days before the date of the meeting. The public body shall not require the requestor to provide a basis for the request.

(3) The public body shall grant the request unless:

(A) there is an all-hazards event as defined in 20 V.S.A. § 2 or a state of emergency declared pursuant to 20 V.S.A. §§ 9 and 11;

(B) there is a local incident as defined in section 312a of this subchapter; or

(C) compliance would impose an undue hardship on the municipality.

(4) A public body shall have the burden of proving that compliance under subdivision (3) of this subsection would impose an undue hardship on the public body.

(k) Training.

(1) Annually, the following officers shall participate in a professional training that addresses the procedures and requirements of this subchapter:

(A) for municipalities and political subdivisions, the chair of the legislative body, town manager, and mayor;

(B) for the State, the chair of any public body that is not an advisory body; and

(C) the members of a State advisory body, provided that the advisory body is composed entirely of members who are not government officers or employees.

(2) The Secretary of State shall develop the training required by subdivision (1) of this subsection and make the training available to municipalities and political subdivisions and public bodies. The training may be in person, online, and synchronous or asynchronous. (Amended 1973, No. 78, § 1, eff. April 23, 1973; 1979, No. 151 (Adj. Sess.), § 2; 1987, No. 256 (Adj. Sess.), § 2; 1997, No. 148 (Adj. Sess.), § 64, eff. April 29, 1998; 1999, No. 146 (Adj. Sess.),

§ 7; 2013, No. 143 (Adj. Sess.), § 2; 2015, No. 129 (Adj. Sess.), § 1, eff. May 24, 2016; 2023, No. 133 (Adj. Sess.), § 3, eff. July 1, 2024; 2023, No. 133 (Adj. Sess.), § 5, eff. January 1, 2025; 2025, No. 51, § 2, eff. June 9, 2025.)



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A21: Public Participation at Board Meetings

Updated automatically every 5 minutes

CODE: A21
(Recommended)

PUBLIC PARTICIPATION AT BOARD MEETINGS

Statement of Intent

The Montpelier Roxbury School District values public participation as being vital to its successful function. We believe that our work benefits greatly from public input and expertise. We seek to keep the public informed and up-to-date on what is happening in the community's schools.

Policy

It is the policy of the Montpelier Roxbury School Board to encourage public participation and ensure accessibility to meetings and initiatives.

Implementation

In compliance with applicable state law, reasonable rules of participation may be used to ensure that meetings are conducted in an orderly fashion and that the business at hand is completed in a timely manner. Such rules may take into consideration such things as length of each speaker's presentation and the number of times each speaker may comment.

- Anyone is welcome to address the board at public meetings. Priority will be given to district residents, students, staff members, and caregivers.
- Anyone in need of accommodations, including interpretation services, should contact the Superintendent, preferably 72 hours prior to a meeting. Reasonable effort will be made to accommodate requests.
- Time will be allotted at the beginning of every public meeting for public comment. This time will be adjusted according to the number of people wanting to address the board and the length of the agenda.
- In accordance with Robert's Rules of Order, public comment is a time for the board to listen and to learn from the community. Although it is not a time for the board to respond and engage in conversation, it will potentially inform future agenda items and/or action by the board.
- Timing and management of speakers will be decided by the Chair. Other board members can request changes, if desired.



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A21: Public Participation at Board Meetings

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with board policies.

Encouraging Public Participation

As the MRPS Board places a very high value on public participation and input, they will make an effort to encourage members of the public to do so.

<i>Date Warned:</i>	February 10, 2023
<i>Date Adopted:</i>	February 15, 2023
<i>Legal Reference(s):</i>	<i>1 V.S.A. §§ 310 et seq. (Public meetings)</i>
	<i>16 V.S.A. § 554(b) (School board meetings)</i>
<i>Cross Reference:</i>	<u>Board Meetings, Agenda Preparation and Distribution (A20)</u>



Suggested Meeting Management Language for Board Chairs

Suggested Language for Pre-Public Comment Period:

Community members, we are about to enter the citizen comment period of our meeting. My fellow board members and I recognize the importance of hearing from you on topics the board is considering. As a reminder, the citizen comment period is not designed to be a discussion, but rather an opportunity for board members to listen to constituents.

Citizens have two options for sharing comments during this meeting--either virtually via our meeting platform or in-person at _____ (insert physical meeting location) in accordance with state requirements. Each individual speaker is allotted ____ minutes, and individual time limits will be strictly observed so that as many citizens who wish to speak may be allowed to do so. Please speak only when I recognize you, identify yourself by stating your name and place of residence and direct all comments to the board. Ceding time to another speaker will not be allowed. Groups are encouraged to identify a single spokesperson. Please sign in on the speaker's list and identify the topic of your comments.

Alternatively, you may choose to submit written comments to the board in lieu of speaking during the public comment period. Your written comments will be read by all board members.

One additional reminder: I know we can all agree that the children and youth in our community must always be at the center of everything we do as a school system. They are watching and they look to all of us for models of how we should engage with one another. To that end, it is our responsibility--as members of the _____ (insert school district or supervisory union) community--to discuss deeply meaningful topics in a manner that demonstrates civil discourse and mutual respect for one another, especially on topics where we may disagree. We will not tolerate profanity or shouting. Remember to keep our students in mind when you share your comments with the board today, since what you say and how you say it matters.

The board will now entertain public comments for ____ minutes.

[Sources of Authority: 1 VSA Sections 310-312 (Open Meeting Law); 16 VSA Section 554(b); Board Policy on Public Participation at Board Meetings]

Suggested Language for Extreme Emergency (fire, riot or other safety-related emergency):

"Due to safety concerns, I declare the meeting adjourned until the next meeting of the board."

[Source of Authority: Robert's Rules of Order Section 8:10]

Effect: Ends the meeting

Suggested Language for Less Extreme Emergency:

"Due to the level of incivility in the room, is there a board member who wishes to move that the board recess this meeting until called to order by the chair?"

Form in which motion may be made: "I move to recess this meeting until called to order by the chair."

[Source of Authority: Robert Rules of Order Sections 20:5 -10]

This motion must be seconded, is not debatable, requires a majority vote and cannot be reconsidered.

Effect: Allows for a break in the meeting until the Chair calls the meeting back to order

**BARRE UNIFIED UNION SCHOOL DISTRICT #097
POLICY****CODE: A21**1ST READING: 9/12/2019
2ND READING: 10/10/2019
ADOPTED: 10/10/2019

PUBLIC PARTICIPATION AT BOARD MEETINGS**Policy**

It is the policy of the Barre Unified Union District Board to encourage public participation at its meetings.

Background

Public participation is very important to the successful function of the BUUSD. The board wants to carry out its business with the benefit of public input and expertise. It also wants to keep the public informed and up-to-date on what is happening in the community's schools.

Implementation

Reasonable rules of participation may be used to insure that meetings are conducted in an orderly fashion and that the business at hand is completed in a timely manner. Such rules may take into consideration such things as length of each speaker's presentation and the number of times each speaker may comment.

Persons Who May Address the Board

1. Any district resident
2. School staff members, students and parents
3. Individuals who have been requested by the superintendent or the board to present a given subject
4. Persons who are directly affected by matters on the board agenda
5. Others at the discretion of the board

Public Comment on Agenda Items

1. The chair will ask for comments on agenda items before action is taken by the board.
2. When the number of people wishing to speak is large, the board may authorize the chair to use a speakers' list. Members of the public will be given an opportunity to sign the speakers' list, indicating which agenda item will be addressed.

Public input on items not on the agenda

1. There will be time set aside for public input on items not on the agenda at every regular, special or emergency meeting of the board.
2. The time allotted to this item will be assigned by the chair or the person responsible for organizing the agenda.
3. The chair shall rule out of order any presentation to the board which breaches the privacy or other rights of students, parents or school employees, or which does not comply with Board procedures on complaints.

BARRE UNIFIED UNION SCHOOL DISTRICT
Barre City Elementary & Middle School
Barre Town Middle Elementary School
Spaulding High School
Central Vermont Career Center

January 9, 2020
PROCEDURE
Public Comment at Board Meetings

As stated in BUUSD Policy A21; Public Participation at Board Meetings, it is the policy of the Barre Unified Union District Board to encourage public participation at its meetings. The policy states that reasonable rules of participation may be used to ensure that meetings are conducted in an orderly fashion and that the business at hand is completed in a timely manner. Such rules may take into consideration such things as length of each speaker's presentation and the number of times each speaker may comment.

Persons Who May Address the Board include:

- Any district resident
- School staff members, students and parents
- Individuals who have been requested by the superintendent or the board to present a given subject
- Persons who are directly affected by matters on the board agenda
- Others at the discretion of the board

When the number of people wishing to speak is large, the board may authorize the chair to use a speakers' list. Members of the public will be given an opportunity to sign the speakers' list, indicating which agenda item will be addressed.

The board meeting agenda includes an item for "Public Comment for Items Not on the Agenda". Any person who would like to make brief public comment may use this time for that purpose, while respecting the following guidelines:

- The person commenting will sign the Visitor List managed by the board recorder or clerk.
- The time allotted to each person commenting will be assigned by the Chair of the School Board.
- The person commenting will not hand out any printed materials that have not been previewed by the chair in advance of the meeting. If this happens, the Chair will stop the meeting to preview the materials.
- The person commenting will use respectful and appropriate language.
- The person commenting will not breach the privacy or other rights of students, parents or school employees, including using any personally identifiable information in public session.
- If the comment is a complaint against a student, a parent, an employee, a school, or the district, the person commenting shall have already completely followed the board procedure on complaints, shall not breach the privacy or other rights of individuals as specified above, and/or shall have already requested an executive session in advance through the Chair.
- The Chair shall rule out of order any comment to the board which does not follow these guidelines.

For items that are included on the agenda, any person interested in commenting should hold comments until that agenda item is discussed. The chair will ask for public comments on that agenda item before action is taken by the board.

Survey of Board Chairs:

Question 1: **Do you place a time limit on individual public comments?**

- We limit our public comments to 3 minutes.
- At the beginning of the meeting and after we allow 15 minutes for public comment and individuals are limited to 1.5 minutes and if a small group it is 2 minutes.
- We ask for people to sign up to speak ahead of the meeting or leave a sign in sheet outside the door. We limit individuals to 2 minutes and a total of 10 minutes.
- We ask people to keep it brief and we use a timer and limit comments to 2-3 minutes

Question 2: **Does your board allow any back-and-forth dialogue between members of the public and board members or staff during public comment?**

- Yes, at the discretion of the board chair. The board chair decides if a person can respond to the question. Most questions are pushed back to the staff member SME offline. We use the committees to listen and converse.
- No back and forth, it is a listening only. It is a meeting of the board in public not a meeting of the public.
- We do not allow back and forth. The superintendent will followup or the board chair will after the meeting.
- We will allow questions and will answer within the 2-3 minute time.

Couple Comments Made:

“Personally, I have found that board meetings are not a great place for community involvement, only community listening. So in the past, we have used our executive committee as a way to have a listening session. We invite the community for more of a discussion-based opportunity with an executive committee meeting whose sole purpose is to listen and converse the best we can with the community. Our executive committee is made up of one member from each town. We take copious notes and respond to them after the meeting if we cannot answer their question or address their concern.”

“The most important thing to remember is that board meetings are meetings of the board *in public*, not meetings of the public. I know you know that but we have to remind the public and that we have work to do, on behalf of all our students. While it’s important to create a culture of engagement, we must also be clear about the purpose of public comment.”