

TO: Superintendents, Business Managers, and Principals  
 FROM: Zoie Saunders, M.Ed., Secretary of Education  
 SUBJECT: Budget Professional Development Series  
 DATE: November 26, 2024

## Purpose

Over the last few months, the Agency of Education (AOE) has been engaged in a Listen and Learn Tour to inform its work and identify key areas where the AOE can prioritize its support for schools. Throughout the tour, the Agency heard many common priorities and concerns from education leaders, educators, parents, and community members. More training was requested to promote greater understanding of school budgeting within the context of Vermont’s complex system and to support creative staffing strategies in the face of affordability and recruitment challenges.

To support these conversations, the Agency has partnered with New Solutions K-12 to host a series of professional development trainings with a focus on school and district budgeting. Each session will last between 30 to 45 minutes and will focus on a specific area of budgeting, including considerations for school staffing and related costs, mental health and behavior support resourcing, budget communication best practices, and more. Recordings of each session will be posted on the AOE website. Please see below for additional details and links for these virtual sessions.

Training Schedule	Training Title	Training Description
December 2, 3:00 pm <a href="#">Teams Meeting Link</a> Duration: 30 min. Meeting ID: 243 948 072 57 Passcode: 9xq3cg6q	Staffing Best Practices: Elementary Classroom Teachers	Learn best practices for staffing elementary classrooms. Recommended staffing ratios, example staffing scenarios, and planning tools will be shared.



Training Schedule	Training Title	Training Description
December 9, 3:00 pm <a href="#">Teams Meeting Link</a> Duration: 30 min. Meeting ID: 272 861 333 574 Passcode: Lw2Mh6rS	Staffing Best Practices: Elementary Specials/Unified Arts Teachers	Learn best practices for staffing elementary specials/unified arts classes. Example staffing scenarios, and planning tools will be shared.
December 11, 3:00 pm <a href="#">Teams Meeting Link</a> Duration: 30 min. Meeting ID: 296 259 218 678 Passcode: he3fS9K7	Staffing Best Practices: Middle and High School Teachers	Learn best practices for staffing middle and high school courses, including ways to provide more enrichment and intervention opportunities to students. Example staffing scenarios and planning tools will be shared.
December 11, 3:30 pm <a href="#">Teams Meeting Link</a> Duration: 30 min. Meeting ID: 259 430 891 951 Passcode: 734xy6FT	Staffing Best Practices: Special Education Teachers	Special Educators and student support staff provide important services to students. Learn best practices for staffing special educators to maximize their reach and impact. Recommendations will be shared around suggested group size, example staffing scenarios, and maximizing the time of special education teachers.
December 12, 3:00 pm <a href="#">Teams Meeting Link</a> Duration:30 min. Meeting ID: 224 885 421 429 Passcode: Md7Zf2Rf	Staffing Best Practices: Reading Teachers and other Intervention Staff	Reading teachers and other intervention staff provide important services to students. Learn best practices for staffing reading teachers to maximize their reach and impact. Recommendations will be shared regarding suggested group size figures, example staffing scenarios, and other guidance.

Training Schedule	Training Title	Training Description
December 12, 3:30 pm <a href="#">Teams Meeting Link</a> Duration: 30 min. Meeting ID: 231 661 143 654 Passcode: ca6bp3DA	Staffing Best Practices: Maximizing the Impact of Instructional Coaches	Instructional coaches provide important services to teachers. Learn staffing best practices for instructional coaches and how to maximize their reach and impact. Recommendations will be shared regarding staffing ratios, example staffing scenarios, and other guidance.
December 16, 3:00 pm <a href="#">Teams Meeting Link</a> Duration: 30 min. Meeting ID: 251 031 404 992 Passcode: AK3d3ba2	Expanding Mental Health and Behavior Support Cost-Effectively	Learn how to expand mental health and behavior support services for students without breaking the budget. Strategies for how to help staff best manage time, suggested group sizes, telehealth options, and practices related to insurance-funded services will be shared.
December 17, 3:00 pm <a href="#">Teams Meeting Link</a> Duration: 45 min. Meeting ID: 222 453 192 208 Passcode: u5Xi3yW9	Best Practices for Talking About Budgets	Learn best practices around communicating budgets and developing effective communication strategies for your budgetary shifts.
December 18, 3:00 pm <a href="#">Teams Meeting Link</a> Duration: 45 min. Meeting ID: 226 556 019 36 Passcode: ds9C6vu7	How to Build Understanding and Support for Budgets	Learn how to build support from principals and help school boards make tough budgeting decisions.

Training Schedule	Training Title	Training Description
December 18, 3:45 pm <a href="#">Teams Meeting Link</a> Duration: 45 min. Meeting ID: 277 989 681 980 Passcode: cz9qk78b	Re-imagining the budget presentation PowerPoint	The budget presentation is one of the most important documents district leaders prepare each year. Learn how to best structure a budget presentation to share budget details in a comprehensive but accessible way. A sample budget PowerPoint presentation template will be shared.

## Contact

For questions about these training sessions, please contact David James ([djames@newsolutionsk12.com](mailto:djames@newsolutionsk12.com)) of New Solutions K-12.

For technical difficulties entering the session Teams meetings, please contact Taylor Goodwin ([taylor.goodwin@vermont.gov](mailto:taylor.goodwin@vermont.gov)), Safe and Healthy Schools Coordinator.