

**SPAULDING HIGH SCHOOL DISTRICT  
REGULAR SCHOOL BOARD MEETING**

**SHS Library  
June 7, 2018  
6:00 p.m. - Regular Meeting**

**AGENDA**

1. Call to Order
2. Additions or Deletions to the Agenda
3. Visitors and Communication
4. Consent Agenda
  - 4.1 May 3, 2018 Regular School Board Meeting Minutes
  - 4.2 May 17, 2018 Tri-Board Meeting Minutes
5. New Business
  - 5.1 Resign/Retire/New
  - 5.2 FY19 Revenue Anticipation Note Comparison
  - 5.3 SHS Foundation Report
  - 5.4 CVCC Enrollment
  - 5.5 Negotiations Update
  - 5.6 Ratification of AFSME Agreement
6. Old Business
  - 6.1 Board Communications
  - 6.2 Act 46
  - 6.3 A.L.I.C.E & School Safety
  - 6.4 Second and Final Reading BSU Transportation Policy (F9)
7. Other Business
8. Reports to the Board
  - 8.1 Student Representatives
  - 8.2 Superintendent
  - 8.3 Principal
  - 8.4 CVCC Director
  - 8.5 Committee Reports
    - 8.5.1 Finance (Meeting Minutes May 9, 2018)  
**Next Meeting:** June 27, 2018, 4:00 p.m., SHS Library
    - 8.5.2 Facilities (Meeting Minutes May 22, 2018)  
**Next Meeting:** June 13, 2018, 4:00 p.m., SHS Library
    - 8.5.3 Verbal Report of BSU Committees
  - 8.6 Financials
9. Future Agenda Items
10. Executive Session
11. Adjourn

**Reminders:**

Next Spaulding High School Union District Meeting	July 5, 2018
Next Barre Town School District Meeting	July 4, 2018
Next Barre City School District Meeting	June 11, 2018
Next Barre Supervisory Union Meeting (Tri-Board)	June 20, 2018

### **BOARD MEETING NORMS**

- Keep the best interest of the school and children in mind, while balancing the needs of the taxpayers
- Make decisions based on clear information
- Honor the board's decisions
- Keep meetings short and on time
- Stick to the agenda
- Keep remarks short and to the point
- Everyone gets a chance to talk before people take a second turn
- Respect others and their ideas

**DRAFT**  
**SPAULDING HIGH SCHOOL**  
**REGULAR BOARD MEETING**  
Spaulding High School – Library  
May 3, 2018 - 6:00 p.m.

**MINUTES**

**BOARD MEMBERS PRESENT:**

Paul Malone - Chair  
David LaCroix – Vice Chair  
Joe Blakely - Clerk  
Tim Boltin  
Anthony Folland  
J. Guy Isabelle  
Ed Rousse

**BOARD MEMBERS ABSENT:**

**ADMINISTRATORS PRESENT:**

John Pandolfo, Superintendent  
Brenda Waterhouse, Principal  
Penny Chamberlin, Director Central Vermont Career Center

**GUESTS PRESENT:**

Video Vision Tech                      Chloe Lamphere

**1. Call to Order**

The Chair, Mr. Malone, called the Thursday, May 3, 2018, Regular meeting to order at 6:02 p.m., which was held at the Spaulding High School Library.

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

Agenda Item 8.1 (Student Representatives) will be discussed out of order - after Agenda Item 4.1.  
Delete 5.2 Solar Panel Agreement/Savings Update (keep in as a place holder).  
Add 5.7 Superintendent's Recommendation for CVCC Vans Purchase

**3. Visitors and Communication**

None.

**4. Approval of Minutes**

**4.1 Approval of Minutes – April 5, 2018 Regular Meeting**

On a motion by Mr. Isabelle, seconded by Mr. Blakely, the Board unanimously voted to approve the Minutes of the April 5, 2018 Regular Meeting.

Agenda Item 8.1 was discussed after Agenda Item 4.1.

**5. New Business**

**5.1 Resignations/Retires/New Hires**

Letters of resignation from Jayne Parker and Brad Miller were distributed. Mr. Pandolfo advised regarding the resignations of Ms. Parker and Mr. Miller. It was noted that both of these employees have contributed greatly to the school.

On a motion by Mr. Blakely, seconded by Mr. Isabelle, the Board unanimously voted to accept the resignations of Jayne Parker and Brad Miller.

The resume and BSU Notification of Employment Status Form for Jan Zumba was distributed. Mr. Pandolfo and Mrs. Waterhouse provided an overview of Ms. Zumba's education and experience. It was noted that Ms. Zumba has been at SHS (student teaching) for one semester and is a 'very good fit' for the department. Mr. Pandolfo reminded the Board of the approved hiring procedure that enables the Board Chair to authorize the Superintendent to hire employees prior to Board meetings, to allow for timely hiring.

On a motion by Mr. Isabelle, seconded by Mr. Folland, the Board unanimously voted to approve the hiring of Jan Zumba.

# DRAFT

## **5.2 Solar Panel Agreement/Savings Update**

Deleted. Kept as a place holder.

## **5.3 Scholarship Fund**

Mr. LaCroix advised that the Trust is growing and scholarships are expanding. A flyer has been created and is being distributed in various law offices. It is expected that flyer distribution will be expanded in June. A web site is being developed and it is hoped that it will be up and running in two months. Mr. LaCroix provided an overview of the process for those interested in starting a scholarship fund, and circulated a packet of information that is provided to those individuals. Mr. LaCroix advised that Mrs. Waterhouse and two members of the Trust Board, personally meet with all individuals who are setting up scholarship funds. A copy of the Balance Sheet and Profit and Loss Statement are available for review. A copy of the Awards and Qualification lists are also available for review. The Scholarship Fund balance is \$5,510,000. Approximately \$248,000 will be distributed this year. The Trust is healthy and the portfolio is well managed, with awards being paid from income, without delving into the principal. Mr. LaCroix advised regarding some new scholarship funds, some of the larger existing awards, and advised regarding the hope that the 6 Reynold's Awards can be raised next year (from \$25,000 each to \$30,000 each). Mr. Malone advised that the York Scholarship is a separate fund, managed by David Otterman. The value of the York Trust is 4.7 million dollars. Four \$60,000 scholarships will be awarded. Twenty-one students applied for the scholarship this year. Ry Hoffman was lauded for his efforts in distributing scholarship information and encouraging students to apply. This year, the Scholarship Awards Ceremony and the Alumni Banquet will be combined into one celebration.

## **5.4 Perkins FY19 Summary for Approval**

A document titled 'Central Vermont Career Center – Perkins FY19 Summary – Thursday, April 5, 2019' was distributed. An updated version, reflecting an additional \$22,000 was distributed. Ms. Chamberlin provided an overview of the document and advised that the additional monies will allow a second DMA (Digital Media Arts) instructor to be hired to expand the program to a 2 year program. The Medical Professions instructor salary will be funded by the Innovation Grant (\$50,000) and \$4,000 from the Perkins Grant. Ms. Chamberlin provided an overview of enrollment, and advised that additional applications are being reviewed next week.

**On a motion by Mr. Isabelle, seconded by Mr. Blakely, the Board unanimously voted to accept the recommendations for the Perkins Grant.**

## **5.5 Warrant Procedure and Financial Policy**

Three documents were distributed; the BSU Warrant Procedure document, and BSU policies; Fiscal Management and General Financial Accountability Policy (E1), and the Budgeting Policy (E2). Mr. Pandolfo provided a brief overview of the documents, noting that policies have been reviewed by counsel. All Board Members are notified of Warrants. The Board should designate one Board Member and one Alternate Board Member to examine claims against the district for school expenses and to sign Warrants for payments for approved purchases and services. Starting in 2019, the designation will occur as part of Board reorganization.

**On a motion by Mr. Isabelle, seconded by Mr. Blakely, the Board unanimously voted to designate Mr. Malone as the primary SHS designee, and Mr. LaCroix as the alternate SHS designee.**

## **5.6 First Reading BSU Transportation Policy (F9)**

A copy of the policy was distributed. Mr. Pandolfo provided a brief overview of the policy, noting that the SHS Board has previously discussed this policy.

**On a motion by Mr. Isabelle, seconded by Mr. Folland, the Board unanimously voted to approve the First Reading of the BSU Transportation Policy (F9).**

## **5.7 Superintendent's Recommendation for CVCC Van Purchase**

A document titled 'RFP Results for 2 CVCC 2018 Grand Caravan Vans – with 2 2009 Grand Caravan Trade-ins', (dated 05/03/18) was distributed. The document advises that it is the Superintendent's recommendation to purchase the vans from Goss Dodge. A brief overview of the need for 2 vans was provided and it was confirmed that purchasing the vans is much less expensive than utilizing STA for the transportation of CVCC students. It was noted that Ms. Chamberlin devoted much time and effort to obtain the quotes. The quote of \$33,766 is the total cost for two vans.

**On a motion by Mr. Blakely, seconded by Mr. Isabelle, the Board unanimously voted to approve the Goss Dodge proposal for the purchase of two vans.**

## **6. Old Business**

### **6.1 Board Communications**

Mr. Pandolfo advised that on April 13, 2018, he met with Susan Holson regarding the Community Engagement Technical Assistance Grant. Mrs. Farrell attended the Grant workshop on April 14, 2018. The grant will assist with improved communication and

# DRAFT

engagement with parents, students, and non-parent community members. Assistance will include a review of successes and challenges relating to engagement of families on the low end of the socio-economical scale.

The RFP (for building a new website) is being worked on and is almost finalized. Ben Merrill will continue to work on communications through the end of June 2018.

## **6.2 Act 46**

Mr. Rousse advised that the Committee is making slow progress. Challenges associated with a possible merger are being addressed. The Committee is reviewing the Articles of Agreement, and still need to make a decision on whether or not a merger should be put before the voters. Mr. Pandolfo advised that the Draft Statewide Plan is due June 1, 2018. Barre may or may not be included in the Draft Plan. As Twinfield is not currently merged with another district, there is the possibility that the Statewide Draft Plan, includes a merger of Barre and Twinfield.

### Two Study Committee meetings are scheduled:

Thursday, May 10, 2018 at 6:00 p.m. at the SHS Library

Thursday, May 24, 2018 at 6:00 p.m. at the SHS Library

## **6.3 A.L.I.C.E. & School Safety**

A Memorandum from Thomas Anderson (Commissioner of Public Safety) and Heather Bouchey (Acting Secretary of Education), dated 04/23/18, was distributed. The subject of the Memorandum is School Safety Infrastructure Grants. Mr. Pandolfo advised that the School Safety Grant paperwork is in-house. The grant allows for up to \$25,000 per school (SHS and CVCC), for a total of \$50,000 for the building. Grant monies cannot be used for labor costs (personnel), but may be used for items such as cameras and card swipes. Mr. Malone advised that our local Representatives, who sponsored the Bill, were not aware of the dollar limitations. The first A.L.I.C.E. Community Informational Meeting was held. There were 3 community members in attendance. One community member questioned why BTMES does not have an SRO. Two more sessions are planned; 05/12/18 at 9:30 a.m., and 05/17/18 at 5:00 p.m. Meetings will be held in the SHS Auditorium. Mr. Pandolfo has invited the four Barre Representatives and 3 Washington County Senators to attend A.L.I.C.E. Training on May 17, 2018.

## **6.4 Second and Final Reading BSU Title 1, Part A Parental Involvement Policy (H7)**

Copies of the policies referenced in Agenda Items 6.4 through 6.6 were distributed

**On a motion by Mr. Isabelle, seconded by Mr. Blakely, the Board unanimously voted to approve the Second and Final Reading of the BSU Title 1, Part A Parental Involvement Policy (H7), and agreed to ratify said policy.**

## **6.5 Second and Final Reading BSU Board Member Conflict of Interest Policy (B3)**

**On a motion by Mr. Isabelle, seconded by Mr. LaCroix, the Board unanimously voted to approve the Second and Final Reading of the BSU Board Member Conflict of Interest Policy (B3), and agreed to ratify said policy.**

## **6.6 Second and Final Reading BSU Non-Discrimination Policy (C6)**

**On a motion by Mr. Boltin, seconded by Mr. Isabelle, the Board unanimously voted to approve the Second and Final Reading of the BSU Non-Discrimination Policy (C6), and agreed to ratify said policy.**

## **7. Other Business**

None.

## **8. Reports to the Board**

### **8.1 Student Representatives**

Ms. Lamphere advised the Board regarding various spring sports teams, the Spring Musical, which drew record attendance, the Student Council sponsored events including the blood drive, the Pennies for Patients Fund Raiser, and Spring Spirit Week. Student Council held elections, and Jesse King has been elected as the new President. Additionally, Ms. Lamphere reported on the Key Club "Spin it to Win it" fund raiser, and the Power Puff fundraiser (to benefit Cornerstone Field). Ms. Lamphere advised that most seniors have made their college decision. Mr. Pandolfo asked that Ms. Lamphere share some of her Student Representative Reports with the new Student Representative, Natalie Taylor.

### **8.2 Superintendent**

A copy of the Superintendent's report dated April 26, 2018 was distributed. The report included information pertaining to; Negotiations, the Legislative Session, Act 46, School Safety, and Employment Contracts. A copy of a letter from the State of Vermont, Office of the State Treasurer, regarding the Vermont Municipal Employees Retirement System, (received 05/02/18) was distributed. Mr. Pandolfo provided a brief overview of the letter from VMERS, advising that VMERS is looking for Board Members.

# DRAFT

The letter provides details regarding how to run for a Board of Trustee seat. Mr. Pandolfo advised that Board Members should have received the most recent legislative update, and provided a brief overview of recent activity including testimony to the Senate Education Committee regarding Statewide Healthcare Bargaining. Much discussion is occurring regarding the Education Funding Bill.

## 8.3 Principal

A copy of the Principal's Report, dated 05/03/18 was distributed. The Report contained information on Academics, Athletics, and Community Service. Two documents, editorials regarding 'test re-takes', were distributed. A copy of an article from The World was circulated. The article relates to the recognition of seniors at the Pro Merito Dinner sponsored by the Kiwanis Club. Mrs. Waterhouse highlighted recent trips by students in Chorus (to Orlando, Florida) and Marine Biology (to Costa Rica). Links to pictures and video highlights from the trips, are in the report and have been e-mailed to Board Members. Mrs. Waterhouse circulated a framed copy of Francis Leo Quinlan's 1921 Spaulding High School diploma. The diploma was presented to the school by Mr. Quinlan's son, Robert C. Quinlan. Mrs. Waterhouse read a letter from Robert Quinlan that was submitted with the diploma.

Regarding the new sign for the high school, it is hoped that all prep work will be completed over the summer, with the sign to be installed after the ordinance is passed in the fall.

Mrs. Waterhouse attended a 3 day Educational Leadership Experience Program. The Program is sponsored by the Margaret Waddington Foundation. There are follow-up leadership and training sessions that Mrs. Waterhouse will attend in the fall. Mrs. Waterhouse reported that this program was a very remarkable experience.

## 8.4 CVCC Director

The CVCC Director's Board Report for May 2018 was distributed. The Report contains information regarding; National Technical Honor Society Inductees, the SkillsUSA State Competitions, 2018 – 2019 Admissions, New Programming (Medical Professions), Expansion of the Digital Media Arts Program, Proficiency Graduation Requirements, and the Regional Advisory Board Meeting. Ms. Chamberlin provided an overview of the report, highlighting that students who placed 'Gold' in the SkillsUSA Competition, will be traveling to Louisville, Kentucky the last week of June, to represent Vermont in the Nationals SkillsUSA Competition. Additionally, Ms. Chamberlin advised regarding a new "Fees for Service" program that will provide assistance for students that are struggling to meet graduation proficiency requirements. This new program will be presented to the Regional Advisory Board on Tuesday, May 22, 2018. The 05/22/18 RAB Meeting, is the last for academic year 2017 – 2018. CVCC Graduation will take place on June 12, 2018 at the Barre Auditorium at 6:00 p.m.

## 8.5 Committee Reports

### 8.5.1SHS Finance Committee

The next meeting is Wednesday, May 9, 2018 at 4:00 p.m. in the SHS Library.

### 8.5.2SHS Facilities Committee

Minutes from the April 11, 2018 meeting were distributed. Mr. LaCroix provided a recap of the meeting which included discussion of the findings of architect David Lauren, upgrades to swipe cards/readers, and upgrades to cameras and DVRS. The next meeting is Tuesday May 22, 2018 at 3:30 p.m. in the SHS Library. Mr. Derner (representing CVCC) can attend until 4:30 p.m. Mr. Aither will represent SHS until Mrs. Waterhouse arrives around 4:15 p.m.

### 8.5.3Verbal Report of BSU Committees

Minutes from all BSU Committee meetings were previously sent to all Board Members.

### BSU Curriculum Committee -

Mr. Blakely advised that the latest meeting included discussion on changing 'Family and Consumer Sciences', to 'Health', to more accurately reflect what is being taught. Discussion also included differences in 'Health' curriculum between BCEMS and BTMES, and what would need to be done to align the elementary and middle schools' curriculum offerings and content. The next meeting will be Monday, June 4, 2018 at 5:30 p.m. in the SHS Library. The Committee also received an overview of the new Autism Spectrum Disorder Program.

### BSU Policy Committee -

The next meeting of the Policy Committee will be May 21, 2018 at 6:00 p.m. in the BSU 2<sup>nd</sup> Floor Conference Area. The Agenda will include discussion of central, combined policies.

### BSU Finance Committee -

The next meeting date is to be announced.

# DRAFT

## 8.6 Financials

Seven reports were distributed; SHS and CVCC Revenue Summary Reports (dated 04/25/18 and 10/20/18 respectively), the SHS and CVCC FY18 Expenditure/Year-end Projection Reports (dated 05/03/18), the SHS and CVCC Expenditures Summary Reports (dated 04/25/18), and the BSU Expenditure FY18 Report (dated 04/29/18). SHS has an unaudited year-end projected deficit of \$295,027, which is primarily due to Special Education Costs.

CVCC has an unaudited year-end projected surplus of \$113,989. It was noted that the cost to purchase 2 vans was deducted prior to calculating the projected surplus. The surplus is mainly the result of 2 staffing positions.

## 9. Future Agenda Items

The next SHS Board Meeting is Thursday, June 7, 2018 at 6:00 p.m. in the SHS Library.

In response to a query, it was noted that no changes to school start times are being considered at this time.

### Agenda Items include;

Resignations/Resigns/New Hires

Scholarship Program Update

SHS Foundation Report

Policy Reading(s)

Negotiations

Board Communications

A.L.I.C.E.

Act 46

CVCC Enrollment

A possible presentation by the Athletic Directors will be discussed at the BSU Curriculum Committee Meeting.

## 10. Executive Session as Needed

No items were proposed for discussion in Executive Session.

## 11. Adjournment

**On a motion by Mr. Isabelle, seconded by Mr. Boltin, the Board unanimously voted to adjourn at 8:10 p.m.**

Respectfully submitted,

*Andrea Poulin*

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4.2

## BARRE SUPERVISORY UNION #61 SCHOOL DISTRICT REGULAR TRI-BOARD MEETING

### BARRE SUPERVISORY UNION BOARD BARRE CITY SCHOOL BOARD BARRE TOWN SCHOOL BOARD SPAULDING HIGH SCHOOL BOARD

Spaulding High School - Library  
May 17, 2018 - 6:00 p.m.

#### MINUTES

#### BCEMS BOARD MEMBERS PRESENT:

Sonya Spaulding – Chair  
Giuliano Cecchinelli, II – Vice Chair  
Tyler Smith - Clerk  
Jennifer Chioldi

#### BCEMS BOARD MEMBERS ABSENT:

Michael Deering  
Chris Riddell

#### BTMES BOARD MEMBERS PRESENT:

Alice Farrell - Chair  
Victoria Pompei - Clerk  
Rebecca Kerin-Hutchins

#### BTMES BOARD MEMBERS ABSENT:

Jay Paterson – Vice Chair  
Chris Hull

#### SHS BOARD MEMBERS PRESENT:

Paul Malone - Chair  
David LaCroix – Vice Chair  
Joe Blakely - Clerk  
Anthony Folland  
J. Guy Isabelle  
Ed Rousse

#### SHS BOARD MEMBERS ABSENT:

Tim Boltin

#### ADMINISTRATORS PRESENT:

John Pandolfo, Superintendent  
Luke Aither, Assistant Principal - SHS  
Jason Derner, Assistant Director – CVCC

#### GUESTS PRESENT:

Video Vision Tech      Officer Tony Amaral – SHS School Resource Officer      Rob LaClair      Francis McFaun

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

The BCEMS Chair, Mrs. Spaulding, called the Thursday, May 17, 2018, meeting to order at 6:08 p.m., which was held at the Spaulding High School Library.

The BTMES Chair, Mrs. Farrell, called the Thursday, May 17, 2018, meeting to order at 6:08 p.m., which was held at the Spaulding High School Library.

The SHS Chair, Mr. Malone, called the Thursday, May 17, 2018, meeting to order at 6:08 p.m., which was held at the Spaulding High School Library.



# DRAFT

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

Add 5.2 Ratification of Side Letter Agreement

Agenda Item 5.2 will be discussed prior to A.L.I.C.E. Training.

## **3. Public Comment**

Representatives Rob LeClair and Francis (Topper) McFaun, were acknowledged for their attendance at this meeting and for participating in A.L.I.C.E. Training.

## **4. Approval of Minutes**

### **4.1 Approval of Minutes – , 2018 Regular SU Meeting**

No Minutes were presented for approval.

## **5. New Business**

### **5.1 A.L.I.C.E. Training & School Security**

A.L.I.C.E. Training was proposed for discussion in Executive Session. It was noted that A.L.I.C.E. Training is part of the schools' emergency response measures, the disclosure of which could jeopardize public safety. 1 V.S.A. § 313(a)(10)

**On a motion by Mr. Smith, seconded by Mrs. Chioldi, the BCEMS Board unanimously voted to enter into Executive Session, with Mr. Pandolfo, Mr. Aither, Mr. Derner, Officer Amaral, Mr. LaClair, Mr. McFaun, and Mrs. Poulin in attendance, at 6:15 p.m. under the provisions of 1 VSA section 313 to discuss the items proposed for discussion.**

**On a motion by Mrs. Kerin-Hutchins, seconded by Mrs. Pompei, the BTMES Board unanimously voted to enter into Executive Session, with Mr. Pandolfo, Mr. Aither, Mr. Derner, Officer Amaral, Mr. LaClair, Mr. McFaun, and Mrs. Poulin in attendance, at 6:15 p.m. under the provisions of 1 VSA section 313 to discuss the items proposed for discussion.**

**On a motion by Mr. Isabelle, seconded by Mr. Blakely, the SHS Board unanimously voted to enter into Executive Session, with Mr. Pandolfo, Mr. Aither, Mr. Derner, Officer Amaral, Mr. LaClair, Mr. McFaun, and Mrs. Poulin in attendance, at 6:15 p.m. under the provisions of 1 VSA section 313 to discuss the items proposed for discussion.**

**On a motion by Mr. Smith, seconded by Mrs. Chioldi, the BCEMS Board unanimously voted to exit Executive Session at 9:16 p.m.**

**Mrs. Pompei moved that the BTMES Board exit Executive Session at 9:16 p.m. As there were no other remaining BTMES Board Members present to second the motion, the motion was withdrawn.**

**On a motion by Mr. Rousse, seconded by Mr. Isabelle, the SHS Board unanimously voted to exit Executive Session at 9:16 p.m.**

### **5.2 Ratification of Side Letter Agreement**

Two documents were distributed;

'Side Letter Agreement Between the American Federation of State, County and Municipal Employees – AFL-CIO Local 1369, Council 93 And the Barre Supervisory Union Board / Barre City School Board / Spaulding High School Union Board / Barre Town Board of School Directors', and

'Side Letter Agreement Between the Barre Education Association / Barre Town Para-Educator Association And the Barre Supervisory Union Board / Barre City School Board / Spaulding High School Union Board / Barre Town Board of School Directors'.

Mr. Pandolfo advised that the purpose of the Side Agreements was to make a minor adjustment to the Para-educator and Custodial Master Contracts. The Side Agreements deal with temporary modifications to the collective bargaining agreement, for the transition to a new third party administrator, DataPath, for administration of HRA and FSA accounts.

**On a motion by Mr. Smith, seconded by Mrs. Chioldi, the BCEMS Board unanimously agreed to ratify the 'Side Letter Agreement Between the American Federation of State, County and Municipal Employees – AFL-CIO Local 1369, Council 93 And the Barre Supervisory Union Board / Barre City School Board / Spaulding High School Union Board / Barre Town Board of School Directors'.**

**On a motion by Mr. Smith, seconded by Mrs. Chioldi, the BCEMS Board unanimously agreed to ratify the 'Side Letter Agreement Between the Barre Education Association / Barre Town Para-Educator Association And the Barre Supervisory Union Board / Barre City School Board / Spaulding High School Union Board / Barre Town Board of School Directors'.**

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**On a motion by Mrs. Kerin-Hutchins, seconded by Mrs. Pompei, the BTMES Board unanimously agreed to ratify the ‘Side Letter Agreement Between the American Federation of State, County and Municipal Employees – AFL-CIO Local 1369, Council 93 And the Barre Supervisory Union Board / Barre City School Board / Spaulding High School Union Board / Barre Town Board of School Directors’.**

**On a motion by Mrs. Kerin-Hutchins, seconded by Mrs. Pompei, the BTMES Board unanimously agreed to ratify the ‘Side Letter Agreement Between the Barre Education Association / Barre Town Para-Educator Association And the Barre Supervisory Union Board / Barre City School Board / Spaulding High School Union Board / Barre Town Board of School Directors’.**

**On a motion by Mr. Blakely, seconded by Mr. Folland, the SHS Board unanimously agreed to ratify the ‘Side Letter Agreement Between the American Federation of State, County and Municipal Employees – AFL-CIO Local 1369, Council 93 And the Barre Supervisory Union Board / Barre City School Board / Spaulding High School Union Board / Barre Town Board of School Directors’.**

**On a motion by Mr. Isabelle, seconded by Mr. LaCroix, the SHS Board unanimously agreed to ratify the ‘Side Letter Agreement Between the Barre Education Association / Barre Town Para-Educator Association And the Barre Supervisory Union Board / Barre City School Board / Spaulding High School Union Board / Barre Town Board of School Directors’.**

## **6. Old Business**

None.

## **7. Other Business as Needed**

None.

## **8. Reports to the Board**

None.

## **9. Executive Session as Needed**

No additional items were proposed for discussion in Executive Session.

## **10. Adjournment**

**On a motion by Mr. Smith, seconded by Mrs. Chioldi, the BCEMS Board unanimously voted to adjourn at 9:17 p.m.**

**Mrs. Pompei moved to adjourn at 9:17 p.m. As there were no other BTMES Board Members present to second the motion, the motion was withdrawn.**

**On a motion by Mr. Folland, seconded by Mr. LaCroix, the SHS Board unanimously voted to adjourn at 9:17 p.m.**

Respectfully submitted,

*Andrea Poulin*

5.1

**BARRE SUPERVISORY UNION**  
**NOTIFICATION OF EMPLOYMENT STATUS**

Please complete this form for New Hires and any changes in employee's status then submit it to the Central Office. Complete one form for one event per employee to be sure they receive accurate/appropriate compensation.

Information with (\*) must be filled out. Please Select Reason for this form and fill out the corresponding section. Authorize at bottom.

NEW HIRE: X (Section 1)    TRANSFER: \_\_\_\_\_ (Section 2)    CHANGE HRS/WAGE: \_\_\_\_\_ (Section 2)    TERMINATION/RESIGNATION: \_\_\_\_\_ (Section 3)

\*NAME: Cal Hopwood    \*School/Dept. CVCC  
\*EFFECTIVE DATE: July 1, 2018    \*Daytime Phone: 802-989-3453

\*POSITION: \_\_\_\_\_    \*SUBJECT: \_\_\_\_\_    \*GRADE: \_\_\_\_\_  
(Teacher, Para-Educator, Administrator, Clerical, Cust/Maint, Substitute, Tutor, Other-Specify)

\* See John Randolph    **Section 1: NEW HIRE**    Additional DMA Teacher  
TOTAL YEARS OF EXPERIENCE: \_\_\_\_\_ STEP: 1    SALARY PLACEMENT: MA    Program Expansion  
HOURLY RATE: \_\_\_\_\_ \*HOURS PER DAY: \_\_\_\_\_ DAILY RATE: \_\_\_\_\_ \*DAYS PER YEAR: 190  
SALARY: \$44,057    CONTRACT DAYS: \_\_\_\_\_ \*ACCOUNT CODE: Perkins fy19  
\*REPLACEMENT? Y (N)    \*LONG TERM SUB? Y (N)    IF YES, FOR WHOM? N/A - new  
\*LICENSED (TEACHER): YES or NO    \*CERTIFIED (PARA): Para Praxis YES or NO    Associates Degree YES or NO (master's)  
\*CONTRACT: YES or NO    \*TIMES SHEET: YES or NO

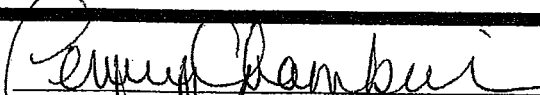
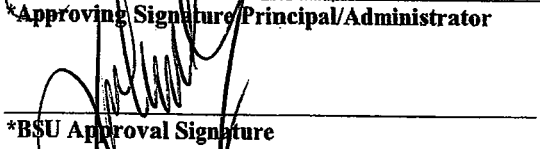
For Central Office Use Only: Contract Completed \_\_\_\_/\_\_\_\_/\_\_\_\_ Offer Letter Completed \_\_\_\_/\_\_\_\_/\_\_\_\_

**Section 2: TRANSFER / CHANGE IN HOURS OR WAGES** (Fill in both columns)

<b>*CURRENT:</b> *Position: _____ Daily Hours and FTE _____ *# of Days/Week _____ (Specify days if < 5 per week) *Current Rate of Pay _____ Hourly or Salary (Circle)	<b>*NEW:</b> *Position: _____ Daily Hours and FTE _____ *# of Days/Week _____ (Specify days if < 5 per week) *New Rate of Pay _____ Hourly or Salary (Circle One)
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**Section 3: TERMINATION/RESIGNATION**

Reason: \_\_\_\_\_ Last Work Day: \_\_\_\_\_

<u></u> *Approving Signature/Principal/Administrator	<u>May 2, 2018</u> *Date
<u></u> *BSU Approval Signature	<u>5/16/18</u> *Date



# Cal Hopwood

482 twin ridge rd.  
Bristol VT  
05443

802 989 3453  
Cal.Hopwood@gmail.com

## SUMMARY

I am a creative professional with a background in filmmaking, specifically cinematography and editing. However, I have extensive experience working in collaborative environments under quick deadlines throughout various pipelines; i.e. video production, game development and rapid prototyping. I have been apart of successful crowd-sourced campaigns totaling over \$250k and understand not only the creative, but financial and logistical reality that comes with the creative industry and how to navigate the landscape. I constantly have a drive to learn new and innovative ways to incorporate emergent technologies into media in order to not only entertain but to engage an audience through storytelling.

## TECHNICAL PROFICIENCIES & SKILLS:

### CAMERA'S:

- RED
  - EPIC
  - WEAPON/HELIUM
  - RAVEN
  - SCARLET
- ALEXA MINI
- SONY FS7, FS700, FS100
- CANON C100, C300
- CANON 5D
- AF100
- BLACK MAGIC
  - POCKET CINEMA
  - CINEMA 2.5K
  - CINEMA 4K
- GO-PRO
- SONY ACTION CAM

### CAMERA SUPPORT/ACCESSORIES

- MOVI M15
- PARALINX
- REDROCK MICRO FOLLOW FOCUS
- RONIN GIMBAL-SYSTEM
- GLIDECAM
- GLIDE-CRANE/JIBS
- PHANTOM DOLLY
- MATTHEWS DOORWAY DOLLY, CURVED & STRAIGHT STRACK
- HOSTESS TRAY & HOOD MOUNT FOR CARS/TRUCKS
- DANA DOLLY
- EASY-RIG
- KESSLER SLIDER & CONTROLLED MOTION SLIDER
- O'CONNER, SACHTLER, MANFROTTO & MILLER TRIPODS
- QUAD COPTER

### LENSES:

- ZEISS; CP2'S & ZE SERIES
- SCHNEIDER XENON'S
- RED-PRO PRIMES
- OPTIMO ZOOMS

- CANON L-SERIES
- ROKINON CINE LENS'

#### GRIP/LIGHTING:

- C-STAND, HIGH/LOW COMBO'S, DOUBLE/TRIPLE RISERS, ROLLERS, CRANK STAND
- MENACE ARM
- HOSTESS TRAY
- HOOD MOUNT
- 6x6, 8x8, 12x12, 12x20 FRAMES W/SOLID, SOLID, ULTRA BOUNCE ETC.
- WALL BUSTERS & HANGERS
- MAFFER'S, CARDELLINI'S, 6"-8" CLAMPS, SCISSOR CLAMPS,
- EXTERIOR LIGHTING, INTERIOR/STUDIO, GREEN SCREEN
- COMMERCIAL, CORPORATE, NARRATIVE, MUSIC VIDEO, SPECIAL EFFECTS
- HMI - JOKERS, ARRI 1.2K'S, M18's, M40's
- TUNGSTEN - ARRI 150W-5K, MAXI BRUTE
- CONTINUOUS/KINO'S,
- THEATRICAL - SOURCE 4/LEKO

#### SOFTWARE:

- Familiarity with Adobe CC suite including expertise in PREMIERE, basic knowledge of aftereffects and photoshop/illustrator.
- FINAL CUT
- AVID
- MOVIE MAGIC BUDGETING & SCHEDULING

#### WORK EXPERIENCE:

##### **Freelance Editor, Cinematographer, and Gaffer**

Burlington, VT - Fall 2012- Spring 2016

I have worked in and around New England for the past 4 years as a freelance editor, cinematographer and grip/gaff for a variety of productions, large and small, commercial and personal.

##### **Asset Manager, Urban Rhino & Queen City Lighting**

Burlington, VT - Fall 2015- Spring 2016

I tended to the day-to-day needs of both companies regarding equipment, physical locations and vehicles to facilitate successful productions, project completions, gear rentals and client meetings.

##### **Adjunct Faculty, Champlain College**

Burlington, VT - Fall 2015- Spring 2018

I have taught both cinematography & Lighting as well as introduction to non-linear editing. I thoroughly enjoy teaching as I feel it enhances my skills will helping others. My duties included creating semester syllabus', designing lesson plans, running class and assisting with students with projects.

## **Project Manager of Video Team, Emergent Media Center**

Burlington, VT - Fall 2013-Spring 2015

I managed the video team at the emergent media center at Champlain College, we work on a variety of projects both internal and with outside clients. I oversaw each project from conception to completion in pre-production, production and post production managing a team of 3-5 undergraduates. Over the course of my time there I was the manager/producer for 10 total projects.

## **Co-founder/DP/Editor/Producer, Dilation Films, LLC**

Burlington, VT — 2011-Present

After graduating, Jon Mendel and I founded Dilation Films, a media production company. We are a full service production company capable of meeting clients needs from pre-production through production and post/editing.

## **FREELANCE ACCOMPLISHMENTS:**

- Best Boy Grip, Green Mountain Coffee, national spot
- 2nd Camera, Let's Grow Kids Music Video
- DP, Kingswood & Oxford marketing vignettes.
- Editor, Stowe Mountain commercial spots, winter 2016/17
- Editor, Let's Grow Kids mini-doc. Blue Ribbon Commission.
- Director/DP/Editor, 'Root Shock' Live show.
- Grip, Sue Minter political Ad
- DP, 'Doll Power' a short film by Mike Gordon
- Director/Editor, Camp Lincoln Summer Camp mini documentary.
- Cameraman, VT dept of environmental conservation recycling initiative
- AD, Friendly gathering video team
- Grip, DOT, txt and drive PSA
- Writer, Director, Editor & Producer - 'One Night' short film
- Gaffer, Mainers for better wage, TV spot
- Best Boy Grip - 7th Generation commercial spot
- Grip - Century Arms lifestyle commercial documentary.
- Grip - VT technical college TV spot
- Grip, Bruce Lismann political campaign ad
- Grip - 'Let's Grow Kids' local TV spot #2
- Cinematographer/Editor - Forest Lake Camp mini-doc.
- Gaffer - Birrn Chocolates of VT marketing mini-doc
- Grip/Gaffer - Microsoft/Dartmouth Hitchcock Medical Center promo
- Cinematographer - Camp Winadu mini-doc promotional video.
- DP - 'Headliner' Short film Directed by Michael Fisher.
- Director/DP/Editor - Francesca Blanchard, 'Rame'
- Grip/Gaffer - University Mall spring fashion shoot
- Grip - Revision instructional video's/product shoot
- Grip - Green Mountain Keurig promo
- 2nd Camera - CCV
- Co-DP, music video - Smooth Antics "Call me"
- Gaffer - 'Let's Grow Kids' television/web promo spot #1
- Director/DP/Editor, Joe McGinness music video
- Vermont Haiti Project promotional video for fundraising a vocational school in a rural mountain village.
- Cinematographer/Editor, Shibley Day Camp promotional min-doc
- Producer/Director, finance trailer for BREAKAWAY, a game to end violence against women.

- Cinematographer, event recap of art exhibit 'Of Land and Local' at Shelburne Farms.
- Director/Producer, All Earth Renewables training videos.
- Contributing cinematographer - 'Morgans Kids' a Documentary film.
- Director/Editor/Producer, music video for Kat Wright & The Indomitable Soul Band
- Director, DP, Editor Promo spot for Wedding DJ VT
- Director, DP, Editor Quiet Lion Studio sessions
- Director, DP, Editor 'Smoke & Mirrors' Music Video
- 2nd Camera, Tarrant Foundation Promo spot
- 2nd Camera, Camp Walt Witman Promo spot
- Editor, Spring Black Diamond video spot
- Director/DP/Editor, Music video for 'JacobEs'
- Grip/Gaffer/AC, UVM admissions commercial
- Grip/gaffer, Green Mountain Power promo shoot
- Grip, GSN shoot for 'Family Trade' Reality show
- Director, DP, Editor, "The Pursuit: A Global Quest for Happiness"
- Gaffer, "Thaw" a short narrative.
- 1st AC, "The Coven of Celsus" finance trailer for feature narrative
- Director/DP/Editor, Music video for 'Tommy Alexander'
- Gaff/Grip for "Dark Legacy" a short narrative.
- Grip for GSN reality show "Family Trade"
- Editor, Winter Black Diamond video spot
- "You Make it Happen" - 2011 Marketing Video for Champlain College; Director of Photography and co-editor.
- "One Night" - short narrative; Producer, Director of Photography and Editor
- "Bridges" Feature narrative; gaffer, 1st AC.
- "Black Diamond Internal piece"; Co-Editor.
- "A Defiant Dude" Documentary by Jim Lantz- Director of Photography for (successful) kickstarter campaign.
- "Jelly Fish Art" (successful) kickstarter campaign, Director of Photography, Producer and Editor.
- "4 part testimonial series" Burlington Bytes; Director of Photography, Producer and Editor.
- "Family Trade" Game Show network promo piece; Production Assistant
- "North Hero" columbia thesis film; Production Assistant
- "Soul Keeper" Short film by Tim Joy; Camera Operator
- "US Open concert recap video" Director of Photography, Producer and Editor.
- Quenche Art Space kickstarter video; Producer/DP/editor
- ADK Packworks promo video; Producer/writer/DP/Editor

## EDUCATION

### Mount Abraham Union High School

High School Diploma --- 2003-2007

### Champlain College

BS in Digital Filmmaking — 2007-2011

### Champlain College

MFA in Emergent Media -- 2013-2015.

**NOTIFICATION OF EMPLOYMENT STATUS**

Please complete this form for New Hires and any changes in employee's status then submit it to the Central Office. Complete one form for one event per employee to be sure they receive accurate/appropriate compensation.

**Information with (\*) must be filled out. Please Select Reason for this form and fill out the corresponding section. Authorize at bottom.**

**NEW HIRE:** X **TRANSFER:** \_\_\_\_\_ **CHANGE HRS/WAGE:** \_\_\_\_\_ **TERMINATION/RESIGNATION:** \_\_\_\_\_  
 (Section 1) (Section 2) (Section 2) (Section 3)

**\*NAME:** Katie St. Raymond **\*School/Dept.** SAS / History  
**\*EFFECTIVE DATE:** July 1, 2018 **\*Daytime Phone:** 475-282-5917  
**\*POSITION:** Teacher **\*SUBJECT:** History **\*GRADE:** H5  
 (Teacher, Para-Educator, Administrator, Clerical, Cust/Maint, Substitute, Tutor, Other-Specify)

**Section 1: NEW HIRE (Admin. Procedure/Checklist on Pg. 2)**

**TOTAL YEARS OF EXPERIENCE:** 3 **STEP:** 4 **SALARY PLACEMENT:** BA

**HOURLY RATE:** \_\_\_\_\_ **\*HOURS PER DAY:** 7.5 **DAILY RATE:** \_\_\_\_\_ **\*DAYS PER YEAR:** 190

**SALARY:** \$43,195 **CONTRACT DAYS:** \_\_\_\_\_ **\*ACCOUNT CODE:** \_\_\_\_\_

**\*REPLACEMENT?** Y **\*LONG TERM SUB?** Y **IF YES, FOR WHOM?** Brad Miller

**\*LICENSED (TEACHER):** YES or NO **\*CERTIFIED (PARA):** Para Praxis YES or NO Associates Degree YES or NO

**\*CONTRACT:** YES or NO **\*TIMES SHEET:** YES or NO

**For Central Office Use Only:** Contract Completed \_\_\_\_/\_\_\_\_/\_\_\_\_ Offer Letter Completed \_\_\_\_/\_\_\_\_/\_\_\_\_

**Section 2: TRANSFER / CHANGE IN HOURS OR WAGES (Fill in both columns)**

<p><b>*CURRENT:</b></p> <p><b>*Position:</b> _____</p> <p><b>Daily Hours and FTE</b> _____</p> <p><b>** of Days/Week</b> _____ (Specify days if &lt; 5 per week)</p> <p><b>*Current Rate of Pay</b> _____ Hourly or Salary (Circle)</p>	<p><b>*NEW:</b></p> <p><b>*Position:</b> _____</p> <p><b>Daily Hours and FTE</b> _____</p> <p><b>** of Days/Week</b> _____ (Specify days if &lt; 5 per week)</p> <p><b>*New Rate of Pay</b> _____ Hourly or Salary (Circle One)</p>
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**Section 3: TERMINATION/RESIGNATION**

**Reason:** \_\_\_\_\_ **Last Work Day:** \_\_\_\_\_

<p><i>for Breake w</i></p> <p><b>*Approving Signature Principal/Administrator</b> _____</p> <p><b>*BSU Approval Signature</b> _____</p>	<p><u>5-10-18</u></p> <p><b>*Date</b> _____</p> <p><u>5/29/18</u></p> <p><b>*Date</b> _____</p>
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**REVERSE SIDE: Administration Procedure/Checklist for New Hires. All should be completed prior to sending candidate packet over for Superintendent Interview.**



## Katie St. Raymond

646 Maple Street, Apartment 2, Waterbury Center, Vermont 05677  
4752825917 - ksaintraymond@gmail.com

### Education

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#### Saint Michael's College

Colchester, Vermont

Bachelor of Arts

**Major:** Secondary Education and History, **Minor:** Theatre

**GPA:** 3.600

Attended September 2011 to May 2015

Degree conferred May 2015

### Experience

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#### Jean Garvin School of the Howard center

Dec 2016 - Present

Social Studies Teacher

Williston, VT

I teach Social Studies at the Jean Garvin School, and independent school that provides academic and therapeutic support for students grades 6-12. In regard to academic tasks, I provide direct instruction in regard to thinking critically about various major historical events, and connecting past historical events to students' present day lives, while building writing and reading skills. I also provide support to manage student behavior, utilize self-management, self-regulation and emotional regulation strategies.

**Supervisor:** Kelly Perline ((802) 488-6767)

**Experience Type:** Independent School, Full-time

It is **OK** to contact this employer

#### Vermont Adult Learning

Aug 2016 - Dec 2016

Literacy Specialist

Burlington, VT

Teaches basic literacy and humanities courses that focus on building literacy and writing skills. Works one-on-one with low level students, and is currently training to become Orten-Gillingham certified.

**Reason for leaving:** My time at Vermont Adult Learning was a wonderful way to start off my career in education. However, my ultimate goal lies in working with youth in middle or high school. An opportunity to teach at the Jean Garvin School arose, and I made the decision to step into that role.

**Supervisor:** Kristine Shelvy (8027351675)

**Experience Type:** Independent School, Full-time

It is **OK** to contact this employer

#### Vermont Adult Learning

Aug 2015 - Jul 2016

Project Developer Teacher

Burlington, VT

Facilitated independent projects with over 100 students. Designed a curriculum using Equipped for the Future (EFF) and Common Core standards that facilitated independent projects for students. These projects strengthened their research, reflection, and ultimately critical thinking skills by scaffolding independent lessons and having students take the lead in their own research. The projects fulfilled standards for science, math, English, and social studies, allowing me to expand my knowledge in curriculum and content across all four core subjects.

**Reason for leaving:** I accepted a new position at VAL as the literacy specialist.

**Supervisor:** Lisa Woronzoff (6177925392)

**Experience Type:** Independent School, Full-time

It is **OK** to contact this employer

#### Shelburne Museum

May 2015 - Aug 2015

Education Intern

Shelburne, VT

Designed and implemented curriculum for Shelburne Museum's summer camps. Worked with students ages 5-13 in multiple themed summer camp weeks.

**Reason for leaving:** Internship ended after summer ended.

**Supervisor:** Karen Petersen ((802) 985-3346)

**Experience Type:** Other, Summer

It is **OK** to contact this employer

**Champlain Valley Union High School**

Jan 2015 - Apr 2015

Student Teacher

Hinesburg, VT

Student teacher at Champlain Valley Union High School in Hinesburg, VT. Worked in a 9th grade humanities classroom with Garrett MacCurtain and Michelle Fongemie, using standards based learning to teach a blended curriculum of Social Studies and English. Planned and ran lessons, as well as participated daily in class with students and in advisory time.

**Reason for leaving:** Teaching position will end in April.

**Supervisor:** Garrett MacCurtain (802-482-7133)

**Experience Type:** Student Teaching, Full-time

It is **OK** to contact this employer

**Champlain Valley Union High School**

Sep 2014 - Dec 2014

Volunteer Assistant Teacher

Hinesburg, VT

Assistant teacher for 6-8 hours a week at Champlain Valley Union High School in Hinesburg, VT. Worked in a 9th grade humanities classroom with Garrett MacCurtain and Michelle Fongemie. Helped out in the classroom and led and organized discussions and groups.

**Reason for leaving:** Semester ending; began student teaching full time.

**Supervisor:** Garrett MacCurtain (802-482-7133)

**Experience Type:** Other, Part-time

It is **OK** to contact this employer

**Joel Barlow High School**

May 2014 - Jun 2014

Volunteer Assistant Teacher

Redding, CT

Assistant teacher at Joel Barlow High School in Redding, CT. For six weeks, shadowed and assisted Jessica Staley in her social studies classes full time. Created lesson plan and activities and designed own unit on the French Revolution.

**Supervisor:** Jessica Staley ((203) 938-2508)

**Experience Type:** Other, Part-time

It is **OK** to contact this employer

**Essex Middle School**

Sep 2013 - May 2014

Volunteer Assistant teacher

Essex, VT

Assistant teacher at Essex Junction Middle School in Essex Junction, VT. Spent 6 hours a week in a 6th grade classroom with Allison Levy. Created two presentations and lessons for the class and assisted in tutoring and peer-editing.

**Supervisor:** Allison Levy ((802) 879-7173)

**Experience Type:** Other, Part-time

It is **OK** to contact this employer

**Williston Central School**

Jan 2013 - May 2013

Volunteer Teaching Assistant

Williston, VT

As a part of a practicum class at Saint Michael's College, I was paired with Deborah Taylor to assist in her class for a semester.

**Reason for leaving:** This was a temporary position that ended in May of 2013.

**Supervisor:** Deborah Taylor ((802) 878-2762)

**Experience Type:** Other, Part-time

It is **OK** to contact this employer

**Chamberlain Elementary**

Sep 2012 - Nov 2012

Volunteer Teaching Assistant and Observer

South Burlington, VT

A required practicum for educators. Observed and participated in lessons in multiple 1st and 2nd grade classrooms. Assisted students in one-on-one reading activities.

**Supervisor:** Valerie Bang-Jensen (802-654-2000)

**Experience Type:** Student Teaching, Part-time

It is **OK** to contact this employer

### **Saint Michael's College**

Sep 2013 - May 2015

Tour Guide

Colchester, VT

Led tours for prospective students at Saint Michael's College.

**Reason for leaving:** I graduated from Saint Michael's and am no longer eligible to be a tour guide.

**Supervisor:** Matt Seklecki (8026542000)

**Experience Type:** Other, Part-time

It is **OK** to contact this employer

### **Saint Michael's College**

Jan 2013 - May 2014

Resident Assistant

Colchester, VT

Resident Assistant (RA) in Ryan Hall. In charge of 24 first-year women and helped establish a safe and warm community in the residence halls. Helped keep building running and plans activities with other resident assistants. On call once a week with responsibilities for 200 students. Worked closely with 9 other people and held weekly staff meetings. Trained in over 40 hours of conflict mediation, emergency management, and other prominent issues.

**Reason for leaving:** School year ended.

**Supervisor:** Lou Dimasi (802-654-2566)

**Experience Type:** Other, Full-time

It is **OK** to contact this employer

## ***Experience with Children***

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- Jan 2016-May 2016: Personal care assistant to a young woman with autism. Worked on daily socialization skills and homework, and assisted in bed-time routine. Left because it was extremely time consuming and did not want to take away from full time job.
- Sept 2011-May 2016: A part of the Little Brother/Little Sister program; mentor to 10-year-old girl. Spends 4 hours once a week playing with "Little Sister" and other children who are at-risk in the program.
- Sept-Dec 2014: Mentor to a student with a learning disability from the Boy's and Girl's Club of America. Created geography and cultural lesson plans based off her interest and needs; documented and tracked progress through evidence in student work and videos.
- Sept 2013-May 2014: Care taker of two students three times a week after school. Picked them up and helped with homework.
- Sept 2012-May 2014: Volunteer at Saint Michael's Early Children Education center. Worked with children twice a week through the MOVE Volunteer program and brought small groups to the gym at Saint Michael's.
- June-Aug 2012: Care taker of 2 boys; an 8-year-old with autism and 4-year-old brother 5 days a week for 6 weeks.
- July-Aug 2011: Creator of "Craft Camp," a four week camp with 4 girls ages 6-9. Created crafts and organized projects, lunch and recreational time from 9-2 five days a week.

## ***Leadership/Volunteer Work***

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- Sept 2013-Nov 2014: Guest speaker at Saint Michael's College Book Award Recipients breakfast, spoke to prospective students about the background and importance of the Saint Michael's College Book Award for Academic Achievement with a Social Conscience.
- Sept 2013-May 2014: President of class at Saint Michael's College; helped organize class events and fundraisers, including a school dance.
- Sept 2012-May 2013: Vice President of class at Saint Michael's College; helped to organize class events and fundraisers including candy cane run and valentine candy grams.
- Sept 2012-Jan 2014: Mentor Coordinator for the Honors Program at Saint Michael's College. Paired 103 first-year honors students with an upper-class mentor based off of similar interests and majors.
- Sept 2012-May 2015: National Communications Coordinator of the Saint Michael's College Residence Hall Association; helps to organize events and socials for students in residence halls and communicates with the North Eastern Affiliate of College and University Residence Halls

(NEACURH).

- Jan 2012-May 2013: Work study in Mobilization of Volunteer Efforts (MOVE) Office at Saint Michael's College. Help decorate the bulletin board every month, organize MOVE events, clean and organize office, answer phone and run errands.

### ***Museum Experience***

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- Sept-Dec 2014: Wrote History Senior Thesis based on original archival work in the Society of St. Edmund Archives in Colchester, VT.
- June-Aug 2013: Education intern at the Fairfield Historical Society and Museum. Helped organize material into age-appropriate lesson plans and activities for schools and families.

### ***Skills and Abilities***

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- Proficient in Adobe Photoshop, Illustrator, Premiere, After Effects, Dream Weaver, Flash; Microsoft Word, PowerPoint, & Excel.
- Four years of training at Regional Center for the Performing Arts High School; proficient in improv and acting games and techniques.
- Artistically inclined; able to knit, sew, do basic arts and crafts, comfortable with a hot glue gun. Loves to create new objects. Eye for design.
- Ten years of studying and playing viola; principle violist in Greater Bridgeport Youth Orchestra.

May 18, 2018

John Pandolfo  
Superintendent  
BSU U61  
120 Ayers St  
Barre, VT 05641

MAY 18 2018

*[Handwritten signature]*  
5/21/18

Dear Mr. Pandolfo:

I am writing you to officiate my resignation from my position as Math Teacher at Spaulding High School at the end of the 2017-2018 school year. I've very much enjoyed my time as teacher in the Spaulding community, however geographically, Spaulding is not an ideal fit for me.

Thank you so much for the opportunity to work with an amazing community of students and educators.

Sincerely,

*[Handwritten signature]*

Elisha Arsenault

**FY19 Revenue Anticipation Note Comparison 5/14/18**

	Interest Rates
<b>*Community Bank</b>	<b>Loan 2.35%-Investment 3.35%</b>
Northfield Savings	Decline
Community National	Loan 2.8% - Investment 3.65%
Union Bank	Loan 1.99% - Investment 2.44%

\*RAN - Superintendent Recommendation-**Community Bank**

**BARRE SUPERVISORY UNION #61  
POLICY**

**CODE: F9**

1<sup>ST</sup> READING (REVISED): - 3/15/2018  
2<sup>ND</sup> READING (REVISED): 4/12/2018  
PREVIOUSLY ADOPTED: 4/12/2018

SHS 1st Reading: 5/3/2018  
2nd Reading: 6/7/2018  
Ratified:

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## **TRANSPORTATION**

### **Policy**

Where it is reasonable and necessary to enable a student entitled or required to attend an elementary or a secondary school within the Barre Supervisory Union, the supervisory union may furnish transportation on public roads to students who reside within the district. The supervisory union may also provide transportation to non-resident students as authorized by the board.

The superintendent will establish routes and designate stops after considering both the safety of children and efficiency of operation. The superintendent will consider the following factors when determining routes and stops.

1. The age and health of pupils,
2. Distance to be traveled,
3. Condition of the road, and
4. Type of highway.

The superintendent may consider any other factors he or she deems appropriate when establishing routes and designated stops.

The Barre Supervisory Union shall furnish transportation for students enrolled at Barre City Elementary and Middle School and Barre Town Middle and Elementary School in accordance with the following guidelines:

- Transportation decisions are guided by publicly approved budgets.
- Daily transportation to and from school is a privilege offered to all PreK-8 students.
- Transportation to and from extra-curricular activities shall be the responsibility of the parents.

The Barre Supervisory Union will only furnish transportation for students enrolled at Spaulding High School under the following circumstances and/or conditions:

- A. Transportation to and from home for students with disabilities – either permanent or temporary – as required by the student's Individual Education Plan or 504 Plan.

- B. Transportation to and from school sponsored field trips, scheduled extra-curricular events, and special activities.
- C. Transportation to and from scheduled interscholastic events.
- D. Transportation for students living in communities outside Barre Supervisory Union boundaries, as decided annually by the Superintendent based on enrollment on August 1<sup>st</sup>, from school districts that do not operate a high school and pay tuition to Spaulding High School.

The superintendent shall establish transportation procedures to support this policy.

The superintendent shall submit to the school board for approval any contracts, leases or purchases necessary to maintain and operate transportation equipment, and shall include in his or her annual report to the board information as to all pupils transported by the school district and the expense thereof.

*Legal*

*Reference(s): 16 V.S.A. §§ 1222, 1224 (Student transportation)*

*16 V.S.A. §1551 (Technical center transport)*



**BARRE SUPERVISORY UNION DISTRICT #61**

Barre City Elementary &amp; Middle School / Barre Town Middle &amp; Elementary School / Spaulding High School / Central Vermont Career Center

**John Pandolfo**

Superintendent of Schools

120 Ayers Street

Barre, VT 05641

Phone: 802-476-5011

Fax: 802-476-4944 / 802-477-1132

www.bsuvt.org

**Lisa Perreault**

Business Manager

**Donald E. McMahon, M.Ed.**

Director of Special Services

**Jacquelyn Ramsay-Tolman**Director of Curriculum, Instruction, and  
Assessment**Sandra Cameron, M.Ed., MOT**Director of Early Education/Act 166  
Coordinator**Carol Marold**

Human Resource Coordinator

**Lauren May**

Interim Early Education Coordinator

**Emmanuel Ajanma**

Director of Technology

**Janie Evans**

Director of Facilities

***Doing whatever it takes to ensure  
success for every child.***

May 31, 2018

TO: The Members of the Spaulding High School Board

RE: Superintendent's Report

Please accept the following report to the Spaulding Union High School Board:

(1) Negotiations

- On May 17, all of our boards ratified the AFSCME and Para-Educator side letters reflecting necessary changes to current agreements for our transition to DataPath as the new third party administrator for HRAs.
- The union plans to ratify the AFSCME Agreement on June 8; boards will ratify at their regular June meetings.
- We met with the Para-Educator negotiation team on May 30 and have set future session dates of June 14 and July 12.

(2) Legislative Session

- The Governor and legislative leadership are struggling to compromise on an educational funding bill. Any further details I add to this report will be obsolete by the time you read it, given the rate at which things are changing in Montpelier.
- H897, an act relating to enhancing the effectiveness, availability, and equity of services provided to students who require additional support, was passed by the legislature, then signed by the Governor on May 25. This is the most significant Vermont legislation passed in the area of Special Education in decades; the law will change how Special Education is funded and will also provide flexibility in how we can serve struggling students; including those not designated as eligible for Special Education. You can find information about this legislation and links to the Act itself, at: <https://legislature.vermont.gov/bill/status/2018/H.897>. You can find the District Management Group report which provided the basis for the legislation at: <http://education.vermont.gov/sites/aoe/files/documents/edu-legislative-report-dmg-expanding-and-strengthening-best-practice-supports-for-students-who-struggle.pdf>

(3) Act 46

- The committee next meets on Wednesday, June 6 and Monday, June 18, both at 6:00pm in the Spaulding High School Library. The committee has reached preliminary consensus on what Articles of Agreement should look like if/when a vote goes to the communities. On June 6 the committee will review draft ballot language, discuss public outreach, and possibly vote as a committee on whether to move forward to a community vote.
- The draft statewide plan should be issued by the Vermont Agency of Education on June 1.
- Our Act 46 web page has been revised, and can be viewed at: <http://bsuvt.org/joomla/index.php/act-46>

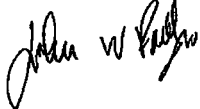
(4) School Safety

- As we continue to move forward with making our buildings more secure, the question has arisen on whether we need to consider changes to our policy and procedures around community use of school facilities, and the impact of any changes we make.
- We expect to see the RFP for the statewide security grants, funded through recent legislation, issued on June 1.
- We are purchasing a license agreement for online A.L.I.C.E. training for our instruction staff (and others) to supplement the face to face training we will be conducting this summer and in August.

(5) Employment Contracts

- Para-educator and non-union contracts have been issued and returned. We continue to fill open positions for next year.

Respectfully Submitted,



John Pandolfo  
Superintendent of Schools



# Spaulding High School

155 AYERS STREET, SUITE 1  
 BARRE, VERMONT 05641-4300  
 TEL: 802-476-4811 • FAX: 802-479-4535  
 Website Address: [www.shsu61.org](http://www.shsu61.org)



Luke Aither  
 Assistant Principal

Brenda Waterhouse  
 Principal

Jim Ferland  
 Assistant Principal

June 6, 2018  
 Principal's Report

## Academics:

- Students are in the finalizing their schedules for the 2018-2019 school year. We have a new selection of history electives next year that we are pretty excited about, as well as our previously existing courses. We will be expanding our online learning options to 100 seats (up from 50), as well as continuing to support students through flexible options.
- Freshmen completed the SBAC testing assessing mathematics and English. This was new, as this testing previously happened for juniors. We also completed the Fitnessgram testing for all sophomores, which was a new assessment that we hadn't previously given. Our juniors completed their VTSA (Vermont Science Assessment) – this was a change from the previous NECAP assessment that was administered to juniors. These assessments are all required as part of our state "report card". Special acknowledgement goes out to Ry Hoffman, Head of Guidance; Emily Loughlin, Technology Integrationist; and Nick Ross, PE teacher – for their leadership and organization of these assessments, as well as to many others for their assistance in the administration of the assessments.
- AP exams have been completed. We had 107 students take 157 exams. Many students have also participated in dual enrollment, which is also a way to earn college and high school credit. We continue to promote such access for all of our student learners.
- Work-Based Learning (WBL) has been incredibly successful this year! Please refer to the attachments for additional details about our WBL program for the 2017-18 year. Many kudos to Michelle LaFrancis, WBL Coordinator, for her stupendous effort.

## Athletics:

- We had 169 individuals participating on a spring team (baseball, softball, boys'/girls' lacrosse, track & field, ultimate & boys'/girls' tennis).

- The spring sports' season is winding down with our varsity tennis, baseball, lacrosse, track & field and softball teams reaching the VPA tournaments...boys' lacrosse and girls' tennis each made it to the quarterfinal round (games on June 1/2). The Division 2 track & field finals are Saturday, June 2nd at South Burlington High School.
- Recently, we had incoming freshman/new students sign up for fall sports, and the numbers look encouraging for the soccer, field hockey, football, cross country and golf squads that start practices in mid-August.

#### Community:

- Our first Open House for Incoming Students was a huge success. We had over 140 incoming students and their families attend on May 29<sup>th</sup>, where they received many different pieces of information, were taken on a guided tour by student leaders, received their summer reading materials, and signed up for clubs and athletics. A highlight of the evening was near the end when our school song was sung and all those in the gym area – students and adults – and as a family left, the father said “I wish I could come back to high school”. Many families commented on how wonderful the tour was, and those that had previously attended our Step Up Night preferred this format. We had a few travel flow challenges we will improve upon for next year, but an exciting evening nonetheless.
- Another new initiative we are doing is having two students of the week recognized. The students are nominated by teachers and coaches. The student membership of the Crimson Crazies select the student of the week and a student athlete of the week.

The Students of the Week thus far have been: Jared Preus, Kylee Hebert, Nick Boudreault, Nick Barcomb, Emily Cetin, and Jacob Washburn.

The Athletes of the Week thus far have been Monica Longchamp (Ultimate Frisbee), Kyle Harris (softball), Lauren Folland (Track), Hunter Chase (JV Baseball), Mykai Crawford (Track), and Jesse King (Ultimate Frisbee).

The winners are given a Crimson Crazies t-shirt and listed on the Crimson Crazies Board in the science hallway.

- Important Dates Reminders:
  - June 14 - **Alumni Banquet (gym) & Scholarship Awards Ceremony** (auditorium) - Seniors arrive at 5:45 PM and will walk in as a class. Following a dinner, will be the awarding of scholarships.
  - June 17 - **Baccalaureate** (auditorium) - 6:30 PM - Slide Show, Special Guest Speaker and more.
  - June 23 - **THE DAY!!! - Graduation** (Pendo Field) Arrive by 10:30 AM - We will march to Pendo Field at 11 AM for our ceremony and celebration.



allowed students to explore careers, connect with businesses, learn about the functions of an organization, and understand the relevance of their education through Employee Panels, Job Shadows, & Internships.



# 21

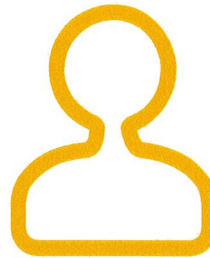
## EMPLOYEE PANELS

WBL Standard 2 – Career Clusters

Students will understand their relationship to educational achievement and life-long learning by exploring and researching career clusters and identify career pathways of interest.

**SERVING**  
**161**

students via informational meetings or presentations, hands on training or shadow experiences

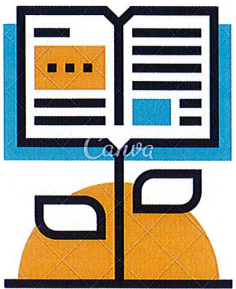


*1 department presentation with State Attorney that included 4 classes from the History & Social Studies Department*

## INTRO TO WBL 200

*course offerings* **6**

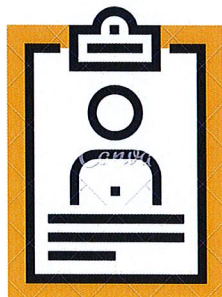
This was an introductory course on Work Based Learning that enables students to gain the necessary skills and knowledge of being a part of the workforce.



**3**

## WBL 300: SITE EXPERIENCE

This elective is a semester long course that enables students to gain practical skills and knowledge about a particular field, along with learning about the aspects of a workplace. It allows students to gain first hand knowledge & determine if this particular career/field is still of interest to them.



# 56

students enrolled on the class roster

Intro to WBL 200

# 41

WBL 300 Site Experience

# 15

# 2017 - 2018 Employee Panels & Field Trips

## WBL Standards

*Standard 1* - Students will acquire and apply self-knowledge in order to develop personal, learning and career goals.

*Standard 2* - Students will understand their relationship to educational achievement and life-long learning by exploring and researching career clusters and identify career pathways of interest.

Employee Panel	Members	Date	Location	Info	Number of Students/Costs
STEM	Gen Anthony, SHS Alum Laurie Petrie Professor Rossi	Friday, Sept. 22nd 8am - 3pm	UVM - College of Engineering - Votey - building	9:15am- 10am - Introduction & Tour of STEM Complex & Votey  10am - "Why STEM?" Presentation  10:30am - AutoCAD/SolidWorks Workshop with Professor Rossi  11:30am - 1:15pm - Current Students and Alumni  1:15pm - 2:15pm - Travel Time to Spaulding	8/mileage E. Benoit, J. Blaisdell, C. Coache, E. Cetin, C. Couture, O. Emmons, E. Poirier, & W. Renaud
Presentation with Vermont Youth	Pilar Lopez Gomez, Conservation Field Assistant	Wednesday, Sept. 27th from 2-3pm	SHS - Room 110	Presentation on their Summer Programs for the Youth and entering the field	9/none L. Bailey, D. Morse, K. Wolf and Nealee Thibault's class

Conservation Corps	Hans Melhus, Conservation Field Assistant			of conservation  2-2:15pm - Introductions 2:15-2:30 - Overview of Programs 2:30-2:45 - Career & Skillset Needed 2:45-3pm - Q & A	from Life Skills that Jayson arranged
Emergency Care, Sustainability & Maker Space	Paul Olsen Eric Roy, Maker Space Margaret Sealey Matthew M. Seklecki '11	Tuesday, October 3rd	Saint Michael's College	9:45 am –Arrival to campus 10am – Admission Information Session 10:30 am – campus tour 11:45 am – lunch 12:30 pm – experiential component 2 pm – departure	6/mileage M. Boisvert C. Couture R. Dudley L. Lapan S. Rouleau J. Steinman
Criminal Justice	Aimee Nolan, Detective Sue Sabens, Court System Tammy Tyda, Court System Scott Williams, State Prosecutor Judge VanBenthysen	Friday, November 3rd	Washington County Court, Barre, VT	Walking Field Trip 8:30am - :8:45am - Travel Time 8:45am - Check In & Processing 9am- VOP Merits hearing 10am - Motion Hearings Q&A	8/mileage E. Asselin, A. Benoit, B. Colson, J. Heath, A. McGinley, S. Peterson, K. Proteau, & B. Russell
Agency of Natural Resources: Fish Game, Wildlife, Forestry & Recreation	Nick Caputo Ginger Anderson Mr. Buck	Wednesday, November 8th  2pm - 2:45pm Depart SHS at 1:50pm and ANC at 2:50pm for walking time	McFarland Building Off Washington Street, Barre VT	Walking Field trip 1:45pm- Depart from SHS 2pm - Introduction & Presentation 2:50pm - Depart ANC	5/mil�age L. Bailey, A. Houle, D. Morse, R. Vasseur, & K. Wolfe

Forensics Science/Criminology	Dr. Trisha Conti, Director of VT State Labs Kendra Cyr, Fireman & Toolmark Examiner Aimee Nolan, State Trooper with 2 State Detectives & Computer Analyst	Thursday, November 9th	VT State Lab, Waterbury, VT	8:45am- Travel time to Waterbury 9:30am - Check In with Lab 9:45am - 11:30am - Tour & Presentation with Q & A  State Troopers may join us	9/mileage with E. Asselin, A. Benoit, B. Colson, J. Heath, A. McGinley, S. Peterson, K. Proteau, & B. Russell  with Laurie Berryman's son from Harwood
Central VT Medical Center: Medical Shadow - Radiology	Radiology Department under the supervision/coordination of Deb Plante	Friday, November 17  May 2018	CVH Berlin, VT  CVH - Cardiology Berlin, VT	8:15am - 11:30am	3/none Approved for Medical Rotation students: K. Taylor & C. McFaun (matched based upon interests/career path choices)  Approved for Cardiology Medical Rotation: L. Lapan
Darn Tough Socks - Manufacturing & Technology	Rick Carey Geoff Davison Holly Simpson	Wednesday, December 6	Headquarters at Darn Tough Socks Northfield, VT	11am-2:15pm	4/mileage L. Bailey, E. McCarthy, D. Morse, K. Wolf
Advanced Welding Institute (AWI)	2 AWI Instructors	Thursday, December 7	AWI OnSite Classroom South Burlington, VT	8:30am - 2pm	5/mileage D. Bahner, G. Davis, M. Fontes, C. John & A. Styma
State Attorney's Office: Political Office & State Government	TJ Donovan & His Staff Presentation Public Service & Civil Rights	Wednesday, December 13th	Onsite at Spaulding High School Auditorium	2pm - 3pm	50 +/- students Open to History, Student Council, & JROTC Students/none



Central VT Medical Center: Pediatrics	Berlin Pediatrics Office	Thursday, December 14th	CVH Berlin, VT	9:30am - 12:30pm	1/none Approved for Medical Rotation student: K. Taylor (matched based upon interests/career path choices)
Public Service & Politics	Kendal Melvin Smith Governor Phil Scott Rep. Tommy Walz Rep. Paul Poirier Rep. Rob LeClair Rep. Topper McFaun Commissioner Lindsay Kurrle Jaqueline LeBlanc	Wednesday, January 24th	VT Statehouse, Montpelier, VT	11am - noon - Tour Noon - 1pm - Lunch 1-1:15pm - Welcome & Introduction to Legislative on House Floor (formal greeting) 1:15-2:15pm - Career Path with Governor & Washington County Reps	8/mileage and parking A. Beach, M. Boisvert, E. Henry, M. Kiniry, K. Morse, H. Ostrout, L. Rubel, & J. Thurber
ReHab Gym: Athletic Trainer & Physical Therapist	Sarah Gregoire Jacqueline Jancaitis	Thursday, February 8th	ReHab Gym in Barre	10am-11am	6/none C. Gosselin, C. Hathaway, M. MacIver, M. Tacey, K. Taylor, & A Wilcox
Central VT Medical Center: Cardiology	Kathleen.Battles Jenna Richardson	Fridays in March	Cardiology Wing	8am - noon	1/none Lindsay LaPan
Vermont Agency of Transportation: VT Trans	And Morse, Lead with 5 other representatives	Wednesday, February 14th	Onsite at Spaulding High School - Library	11:30am - 12:30pm	22/none As of 1/27, Auto Class with 15 kids and Jayson's students, along with me 4: J. Berry, N. Driscoll, D. Morse, & J. Smith
Vermont Department of Labor on Workers' Rights	Shawn Barth Occupational Safety Consultant  Kristina(Tina) Bielenberg	Monday, March 12th	Onsite at Spaulding High School - Computer Lab	Blocks 2, 3, & 4	33WBL Classes/none

	Worker's Compensation				
STEM(manufacturing) - Generator MakerSpace & WETF Grant	Rachel Hooper Chris Thompson Generator Teachers:	Wednesday, March 14  Wednesday, March 28th  Monday, April 9th	Generator MakerSpace in Burlington	All Day - 3 workshops around tool training & CNC	8/mileage M. Aja A. Benoit J. Blaisdell N. Boudreault O. Emmons E. Kerin N. McKelvey L. Rubel Paxton MacAuley
VT Trans: Central Garage	And Morse Amanda Habel Curtis Morse Shamus Morrissey	Thursday, April 26th 10:15am - 11:30am	Central Garage 1756 US Route 302, Berlin VT	Block 2, 3 & AA	7/mileage D. Bahner G. Davis E. Emerson B. Grout E. Howes C. King J. Smith
Emerging Media Center & Game Design	Rachel Hooper <b>cancelled</b>	Tuesday, May 1st Cancelled due Tour conflicting with EMC	Champlain College	All day and in planning stages	--/mileage
Dessureau Machines	Mark Dessureau	Wednesday, May 2	Dessureau Machines	Blocks 2 & AA	6/mileage N. Boudreault D. Dusablon E. Kerin J. King P. MacAuley Z. Santor

VT Works for Women: Spark Event!	Alison Lamagna <b>cancelled</b>	Wednesday, May 9th Postponed by them	The GeneratorMakerSpace	All day	--/mileage
Edward F Knapp with AOPA's initiative program	Aircraft Owners and Pilots Association (AOPA)'s rep Peter Kelley	Thursday, May 10th	Edward F. Knapp Airport	10am - 11:30 Presentation Career Pathways Q & A	5/mileage E. Asselin B. Erwin L. Kennedy E. Riddle L. Taylor
Medical Professions	Megan Foster	Friday, June 1st	CVH	9:45am - 11:30am	9/mileage C. McFaun* R. Dudley K. Harris L. Lapan* A.McGinley R. Tacey K. Taylor* J. Thurber* J. Tosi  Will remain afterwards and participate in a working luncheon/interview with CVH's Communications Rep

Total number of Employee Panels: 21

Total number of students served individually 161

Total number of classes outside of WBL: 4

4 History & JROTC classes totaling 50+ students with State Attorney Donovan

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Penny Chamberlin  
Director (ext. 1138) 2.4

Jason Derner  
Assistant Director (ext. 1045)

Stefanie Seng  
School Counseling Coordinator (ext. 1156)

Kathi Fuller  
Student Support Coordinator (ext. 1258)

Wayne Tozzi  
Co-op Coordinator (ext. 1137)



## **Director's Board Report**

**Penny Chamberlin**

**June 2018**

*Follow me on Twitter - @ChamberlinCVCC*

1) **2018-2019 Admissions details** – see handouts at meeting.

2) We are pleased to announce that our own **CVCC student Alick Lord** (Natural Resources & Sustainability Program) has been honored with the Vermont Land Trust Land Stewards Award for his achievements in our Natural Resources Program as well as his employment at Grow Compost!

3) **Natural Resources & Sustainability Program** Partnered with Barre Rotary Club and Central Vermont Rotary Club.

Barre Rotary and Central Vermont Rotary, with donations from its Clubs, Montpelier Conservation Commission, Community National Bank, and other individuals and businesses, and in collaboration with the Central Vermont Career Center Natural Resources Program, planted apple trees with the students of Berlin Elementary School on May 11<sup>th</sup> at Berlin Elementary School.

This sustainability project arises from a challenge issued by Rotary International President Ian Riseley this year for each of Rotary Club worldwide to plant a tree for every Rotarian, with the goal of creating a healthier and more verdant world. Rising to this challenge, Barre Rotary and Central Vermont Rotary Clubs are collaborating with the Central Vermont Career Center and local schools around Central Vermont to plant 35 apple trees over the course of the next month. Berlin Elementary School will be the first beneficiary this coming Friday, where elementary school students and Central Vermont Career Center students will work together to add to the already-existing BES orchard. Doty Elementary is next on the list for tree planting on Friday, May 18<sup>th</sup>.

Barre Rotary President Caroline Earle emphasized the collaborative nature of the project. "Two local Rotary Clubs combined forces with the Central Vermont Career Center Natural Resources & Sustainability Program to organize the sustainability project, which will benefit many communities now and in the future. We were pleased to have the support of additional community partners to help with funding the project!" Amanda Garland, who heads the Natural Resources and Sustainability Program at the CVCC, and her students are no strangers to the planting, cultivation and

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maintenance of fruit orchards. "Our Career Center offers a multitude of practical courses of study that provide students with marketable skills while also getting them out in the community doing good works. This is a perfect example of how we join local partners to give students exceptional hands-on experience while also benefiting our community." The students will maintain the orchards, with some help from the schools going forward. According to Gary Hass, President of the Central Vermont Rotary Club, "In a few years, there should be plenty of produce to supply the school and community kitchens, with perhaps a little left over for some apple pies!"

3) Exploratory Tech Students designed and built a new podium for the Career Center! Thank you Expo Tech Students!



4) **Introduction to College Studies Course:** Ten students successfully completed CCV's Introduction to College and Careers. We celebrated their accomplishments on May 9th. This course is designed to help students successfully transition from high school to college and careers, including early college and dual enrollment.

All CVCC students took the Reading Comprehension, Sentence Skills, and Arithmetic Accuplacer tests in September and again this spring. Some students, depending on their technical program of study and/or their personal post-secondary goals, also took the Algebra test. A detailed report will be provided.

- 27 CVCC students earned college credit through the Fast Forward Dual Enrollment program for college level coursework they completed during their time in their CVCC program.
- 12 students earned 3 college credits;
- 10 students earned 6 college credits; and
- 5 students earned 9 college credits

All at no cost to the student! Fast Forward College Credit courses included:

- Digital Media Arts: CCV's Digital Photography 1 and Adobe Creative Cloud

- Human Services: CCV's Infant and Toddler Development and Introduction to Human Services
- Cosmetology: CCV's Introduction to Human Services
- Natural Resources: VTC's Introduction to Horticulture
- Emergency Services: VTC's Fire Science 1 and Emergency Medical Technician

5) **Baking Arts and Culinary Arts:** The baking arts program hits the ground running each year. Throughout the month of September students worked hard to pass (100% pass rate) their ServSafe Managers Certification, as well as their S/P2 workplace safety and food safety certifications. While building on some basic baking skills we quickly moved into advanced decorating and pastry skills. Students put their knowledge and skills to work this week providing 200 cupcakes for the BTEMS PTO, and 250 handmade breakfast pastries for the BCEMS PTO.

Students will continue to work in the fast paced production kitchen meeting order deadlines and refining skills over the next four weeks.

Once again Chef McSheffrey and I have joined teams to participate in the MRE (Meals Ready to Eat) National Guard challenge at the Randolph Technical Center. We will have two teams of three students compete against several other Career and Technical Centers.

6) **Electrical Technology:** The Electrical Tech students installed Solar vent fans on the greenhouse in collaboration with the Natural Resources program. This was a great introduction for the electrical student to work with solar. The fan is designed with an in-line thermostat that allows the fan to come on when the temperature rises above 80 degrees. Students from the electrical class wired the fans to be in sync with the louvers that are already there. It was a great project.

7) **School Counseling Office** – Stefanie Seng accomplished some big tasks this year, she:

- Participated in 2 college fairs, Women Can Do, VTC try a major day,
- Added a college and job fair to Open house, which had over 30 colleges attend (who have CTE-related programs)
- Started leadership group. The students chose to develop a CVCC spirit week, a potential school mascot, a yearbook, a Queer-Straight Alliance, and to participate in a Skills USA leadership competition (received silver in the competition). Other items in the works for future years: a school store and a field day with Randolph Tech.
- There is now a school counseling website available on the website.

**DRAFT**  
**SPAULDING HIGH SCHOOL**  
**FINANCE COMMITTEE MEETING**  
Spaulding High School Library  
May 9, 2018 - 4:00 p.m.

**MINUTES**

**COMMITTEE MEMBERS PRESENT:**

Paul Malone – Chair – arrived at 4:10 p.m.  
Tim Boltin  
David LaCroix  
Penny Chamberlin, Director Central Vermont Career Center  
Lisa Perrault, Business Manager  
Brenda Waterhouse, Principal

**COMMITTEE MEMBERS ABSENT:**

**ADMINISTRATORS PRESENT:**

**1. Call to Order**

Mr. LaCroix, called the Wednesday, May 9, 2018, Finance Committee meeting to order at 4:05 p.m., which was held at the Spaulding High School Library.

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

None.

**3. Approval of Minutes – March 26, 2018 Finance Committee Meeting**

On a motion by Mr. Boltin, seconded by Ms. Chamberlin, the Committee unanimously voted to approve the Minutes of the March 26, 2018 Finance Committee meeting.

**4. Year-end Wrap Up**

Three SHS Reports were distributed; FY18 Expenditures/Year-End Projections Report (dated 05/09/18), SHS Expenditure Summary Report (04/25/18), and the SHS Revenue Summary Report (04/25/18).

Mrs. Perreault advised that there has been very little change since the Board reviewed the reports last Thursday. There is a small change for CVCC. The projected deficit for SHS (\$295,027) is due to Special Education. Mrs. Waterhouse has not frozen the General Education Budget this year, and does not plan to do so. In the past, the General Education Budget has been frozen in an effort to compensate for deficits in Special Education. It is believed that to continue to 'take away' from General Education to cover Special Education expenses is detrimental to the General Education. Mr. McMahon is looking at some different service delivery models in his effort to reduce Special Education costs. Mrs. Waterhouse advised that the Wall Street Complex is not in a good location, is open to the public, and is not a good learning environment. There is an effort underway to develop a plan to transition programs out of the Wall Street Complex. It would be beneficial to eliminate as many outplacements as possible, by bringing students in-house and maximizing in-house resources. The Committee held discussion regarding various possibilities, including acquisition of nearby property, and utilizing the space currently occupied by CVCC. Ms. Chamberlin advised that she has been contemplating a 3 to 5 year plan that involves moving CVCC to a different location. CVCC needs to double its size to meet requirements for classrooms, storage, and shops. Ms. Chamberlin is interested in forming a partnership with the Department of Labor and Industry (Work Force Development). It was also suggested that if CVCC relocated, some of the space could be utilized to house BSU Central Office staff. The Committee agreed that additional information should be gathered. The square footage needs of CVCC and SHS should be identified. Ms. Chamberlin advised that she will provide the CVCC square footage needs at the next Facilities Committee Meeting. It was suggested that a consultant be hired to determine the square footage needs and other requirements related to bringing all/most Special Education programs to the SHS campus. It was noted that different populations of students (e.g. Granite Academy students vs. Maple Hill students) have different needs and requirements. The Committee agreed that initial discussion/research should include: 1. a conceptual design of what is needed, 2. creation of a timetable, and 3. a calculation of the financial cost. This topic will be placed on the next Facilities Committee Meeting Agenda. The Committee will hold additional discussion regarding hiring a consultant for an evaluation and needs assessment related to bringing Special Education students onto the SHS Campus and providing services in-house.

Four CVCC Reports were distributed; FY18 Expenditures/Year-End Projections Report (dated 05/09/18), CVCC Expenditure Summary Report (04/25/18), and two CVCC Revenue Summary Reports (04/25/18 and 05/07/18). CVCC has an unaudited projected surplus of \$90,239.

# DRAFT

## 5. FY19 Planning

A document titled 'SHS/CVCC FY19 RFP Schedule, Facility Projects, etc...Summer 2018 – 5/9/18' was distributed.

Mrs. Perreault provided an overview of the projects listed on the report.

#1 - The RAN (Revenue Anticipation Note) RFP has gone out.

#2 – The Copier contract has been completed.

#3 – 8' x 20' 'shipping' containers have been ordered to free up space needed to accommodate the relocation of the Phoenix Program.

The shipping (storage) containers will be used for storage by CVCC.

#4 – Fire door installations may not be able to be completed this summer due to the time necessary to acquire the doors, and scheduling of the contractor. Additionally, a few additional doors may need to be installed (for security reasons).

#5 - Unit-vent Heaters – Mr. Pandolfo will recommend that Brian Boucher be selected for installation of the unit-vent heaters. The installation of these heaters will be financed from the SHS Maintenance Budget. Almost all of the heaters needing replacement will be done this year.

#6 – Four classrooms are slated for floor replacement. There are no known asbestos issues.

#7 – CVCC Vans – the SHS Board has approved the purchase of 2 vans from Goss Dodge.

#8 – Office Bathroom / CVCC Renovation – This project, to make the restroom ADA compliant, is slated for completion by the end of June.

#9 – Cosmetology Renovations (CVCC) – There will be renovations due to downsizing (fewer students in "clinic").

#10 – Woodchips/Oil/Propane – This will go out to bid in July or August.

#11 – Plowing – The contract is in place.

#12 – Installation of the new sign – The granite will be in place before the start of school in August. The sign itself cannot be installed until after the ordinance is passed (most likely in October).

## 6. Other Business

None.

## 7. Items to be Placed on Future Agendas

CVCC Relocation - Possible Future Move

Campus Reorganization (to include additional Special Education Programs)

Finances

Update on HRA Insurance Plans

## 8. Next Meeting Date

The next meeting will be held on Wednesday, June 13, 2018 at 4:00 p.m., in the Spaulding High School Library.

## 9. Adjournment

On a motion by Mr. Boltin, seconded by Mr. LaCroix, the Committee unanimously voted to adjourn at 5:07 p.m.

Respectfully submitted,

*Andrea Poulin*



**DRAFT**  
**SPAULDING HIGH SCHOOL**  
**FACILITIES COMMITTEE MEETING**  
Spaulding High School - Room #110  
May 22, 2018 - 2:30 p.m.

**MINUTES**

**COMMITTEE MEMBERS PRESENT:**

David LaCroix - Chair  
Luke Aither, Assistant Principal  
Jason Derner, Assistant Director Central Vermont Career Center  
Jaime Evans, Facilities Director  
Ed Rousse – arrived at 2:42 p.m.

**COMMITTEE MEMBERS ABSENT:**

Joe Blakely

**ADMINISTRATORS PRESENT:**

Penny Chamberlin – Director CVCC  
Brenda Waterhouse – Principal

**GUESTS:**

Paul Malone

**1. Call to Order**

The Chair, Mr. LaCroix, called the Tuesday, May 22, 2018, Facilities Committee meeting to order at 2:32 p.m., which was held at Spaulding High School in Room #110.

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

None.

**3. Approval of Minutes – April 11, 2018 Facilities Committee Meeting**

On a motion by Mr. Evans, seconded by Mr. Derner, the Committee unanimously voted to approve the Minutes of the April 11, 2018 Facilities Committee meeting.

**4. Update on Granite Sign**

A document labeled 'Spaulding High School CG 2017 Jobs 7/25/17' was distributed. Mr. LaCroix provided an overview of the design document and advised regarding the plan for installation of the sign. Mr. LaCroix advised that an 'all sawed' design will result in a smoother texture, which will be easier to clean in the event that vandalism occurs. Discussion was held regarding painting of the lettering. Mr. Aither provided information regarding specific paint colors for SHS. Mr. LaCroix will obtain some mock-ups of examples of painted letters. Mr. Evans advised that the next step will be to apply for a permit. A copy of the drawing will be submitted with the application.

**5. Re-organization of Campus**

Ms. Chamberlin reported that she has started interviewing architects and consultants, regarding recommendations for how to proceed with the prospect of relocating the Career Center. Ms. Chamberlin is currently looking for a 15 to 20 (20 is preferable) acre parcel in Berlin. To complete the proposed relocation will take a minimum of 3 years, but more realistically, it will take 5 years. The project will include obtaining funding, acquisition of property, and governance changes. Ms. Chamberlin would like to look into the possibility of partnering with the State (Workforce Development), and would like to expand CVCC and have additional programs. Ms. Chamberlin is also holding discussions with others who have completed similar projects, in an effort to identify steps and put together a timeline. If CVCC relocates, the loss of revenue to SHS is approximately \$400,000, but if Special Education is expanded in-house, savings should be achieved due to a reduction in out-placement, and additional revenue may be gained by admitting students from other schools. Financial savings need to be calculated. These calculations which will be an involved process that needs to consider savings from not out-placing Special Education students, costs to run the in-house programs, and possibly income from tuition if SHS can attract students from other schools. Mrs. Waterhouse advised that the ACT Program and Granite Academy are currently housed at the Wall Street complex. Student safety is the number one concern. The Wall Street complex, which is a public facility, can't be secured. It was noted that students are also placed at CHOICE Academy, as well as a few other providers. Mrs. Waterhouse advised that cuts to regular education, to cover special education costs, is degrading the quality of regular education and cannot continue. Mr. Malone advised that the Boards are interested in looking into various scenarios to transition Special Education back in-house.

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Mrs. Waterhouse advised that she doesn't believe the necessary modifications (to move SPED Programs to SHS) are cost prohibitive. Mr. LaCroix believes that Ms. Chamberlin's 'plan', falls within what the Governor wants, and believes she should meet with the Governor as soon as possible. Mrs. Waterhouse advised a review of finances should start in the near future, and further advised that the number of students with emotional needs has quadrupled in the past year. Mr. Aither reminded the Committee regarding statutes that require Special Education students be educated in the least restrictive environment possible. Ms. Chamberlin and Mrs. Waterhouse will continue their research and continue to give updates to the Committee and Boards.

## 6. Update on Fire Doors

Mr. Evans and Mr. Derner met with the State Fire Marshall and with architect David Lauren for a walk-through of the building. It was agreed that eight sets of fire doors need to be installed. The architect will write up specifications and will be reaching out to contractors to determine if the project could be completed over the summer. Given the timeframe, it is questionable as to whether or not the project can be completed before the start of the school year. The cost is approximately \$15,000 per door, though no hard figures have been obtained. The total cost of the project is approximately \$75,000 - \$100,000. It is believed that earlier discussions included discussion of financing the project through the routine maintenance budget. Mrs. Waterhouse prefers this over using Capital Improvement Funds.

## 7. Summer Projects

Mr. Evans provided an overview of upcoming summer projects, including installation of unit-vent heaters (after this summer, only a few additional ones will be left to be replaced), replacement of classroom floors, relocation of the Phoenix Program, and use of the VSBIT Safety Grant money (\$10,000) which is reserved for use at SHS this year. Mr. Evans reported that the buildings are in pretty good shape security-wise, and that the BSU buildings are ahead of many schools in the area of safety/security. Brief discussion was held regarding safety film, which may pose an issue on windows, if individuals need to exit the building via windows.

Mr. Derner advised that the cost to install film to doors and reflective tint to windows is approximately \$5,000.

## 8. Other Business

None.

## 9. Next Meeting Date

The next meeting will be held on Wednesday, June 13, 2018 at **3:30 p.m.**, in the Spaulding High School Library.

Future Agenda Items:

Campus Reorganization

Update on Fire Doors

Safety Procedures – In Draft Form

## 10. Adjournment

**On a motion by Mr. Aither, seconded by Mr. Derner, the Committee unanimously voted to adjourn at 3:54 p.m.**

Respectfully submitted,

*Andrea Poulin*