

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: TRANSFER: _____ CHANGE HRS/WAGE: _____ TERMINATION/RESIGNATION: _____
(Section 1) (Section 2) (Section 2) (Section 3)

*NAME: Karen Moran *School/Dept. BTMES
*EFFECTIVE DATE: July 1, 2019 *Daytime Phone: 476-6667 ext. 5117
*POSITION: .50 Teacher *SUBJECT: Health Ed. *GRADE: K-4
(Teacher, Para-Educator, Administrator, Clerical, Cust/Maint, Substitute, Tutor, Other-Specify)

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

TOTAL YEARS OF EXPERIENCE: 2 STEP: 3 SALARY PLACEMENT: B30
HOURLY RATE: _____ *HOURS PER DAY: 3.75 DAILY RATE: _____ *DAYS PER YEAR: _____
SALARY: \$23,699 CONTRACT DAYS: 190 *ACCOUNT CODE: 100-101-1100-5110-00
*REPLACEMENT IN *LONG TERM SUB? Y N IF YES, FOR WHOM? Lexa Jones
*AOE ENDORSEMENT (TEACHER): YES or NO *CERTIFIED (PARA): ParaPro YES or NO Associates Degree YES or NO
*CONTRACT: YES or NO *TIMES SHEET: YES or NO VT Certified / Priv. License at moment in health ed.

For Central Office Use Only: Contract Completed ___/___/___ Offer Letter Completed ___/___/___

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

<p>*CURRENT: *Position: <u>.50 Health Ed / long term sub</u> Daily Hours and FTE _____ *# of Days/Week <u>5</u> (Specify days if < 5 per week) *Current Rate of Pay <u>\$202. - Full time</u> Hourly or Salary (Circle)</p>	<p>*NEW: *Position: <u>.50 Health Ed Teacher</u> Daily Hours and FTE _____ *# of Days/Week <u>5</u> (Specify days if < 5 per week) *New Rate of Pay _____ Hourly or Salary (Circle One)</p>
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Section 3: TERMINATION/RESIGNATION

Reason: _____ Last Work Day: _____

<u>[Signature]</u> *Approving Signature Principal/Administrator	<u>April 8, 2019</u> *Date
<u>[Signature]</u> *BSU Approval Signature	<u>4/9/19</u> *Date

REVERSE SIDE: Administration Procedure/Checklist for New Hires. All should be completed prior to sending candidate packet over for Superintendent Interview.

Karen L. Moran

38 Lague Lane Barre, Vermont 05641
802-476-2709 karen.moran@gmail.com

Education

University of Vermont

Burlington, Vermont

Certificate of Advance Study of Education

Major: Elementary Education, **Minor:** Fifth Year Certificate in Education

GPA: 3.960

Credit Hours: 41

Attended August 1999 to December 2000

Degree conferred February 2001

Transcript

(included)

University of Vermont

Burlington, Vermont

Bachelor of Arts

Major: Communication Science, **Minor:** Psychology

GPA: 3.170

Credit Hours: 123

Attended August 1993 to May 1997

Degree conferred May 1997

Transcript

(included)

Experience

Barre Supervisory Union: Barre Town Middle and Elementary School

Sep 2017 - Present

Teacher, Substitute Teacher

Barre, VT

- Teacher, Health Education, Kindergarten through Fourth Grade. Providing skills-based health education curriculum focused on core health concepts and personal wellness. January 2019-Present.
- Long-term Substitute Teacher, Health Education, Kindergarten through Fourth Grade. Provided instruction to students regarding healthy choices, goals and communication. December 2018-January 2019.
- Long-term Substitute Teacher, Library, Kindergarten through Sixth Grade. Connected books and readers, research methods and skills, digital literacy and digital citizenship. August 2018-November 2018.
- Long-term Substitute Teacher, Third Grade. Provided instruction in literacy, mathematics, science, social studies, technology and social-emotional skills. January 2018-April 2018.
- Substitute Teacher, Fulfilled daily substitute teaching duties across the curriculum on an on-call basis for Kindergarten through Sixth Grade. September 2017-January 2019.

Supervisor: Jennifer Nye ((802) 476-6617)

Experience Type: Public School, Part-time

It is **OK** to contact this employer

Williston School District: Allen Brook School

Sep 2001 - May 2009

Para-educator

Williston, VT

- Paraeducator, Discovery House, First through Fourth Grade, Multi-age classrooms. Provided instructional support, in all academic areas, for students and teachers through individualized instruction, small group work and whole class instruction (teaching theme-related workshops). (Note: Due to restructuring Allen Brook School now serves students in Preschool through Second Grade.)
- Extended School Year (ESY) Program Instructor. Worked with elementary, middle school and Essential Early Education (EEE) and preschool students to support their respective literacy, mathematics and social skills. Summer 2002-2003 (Elementary and Middle School), 2006-2008 (Essential Early Education (EEE) and Preschool).
- Homework Club Instructor, Williston Central School, 2002-2003 School Year. Allen Brook School, Fall 2003 and Winter 2004. Provided support to students in grades 3-8, to aid in completion of school assignments.

Reason for leaving: I chose to leave my position with the Williston School District to be a full-time parent after the birth of my son.

Supervisor: Bonnie Birdsall, Susan Stewart, Justine O'Keefe (802-879-5806)

Experience Type: Public School, Full-time

It is **OK** to contact this employer

South Burlington School Distirct

Dec 2000 - Aug 2001

Teacher, Paraeducator

South Burlington, VT

- Long-term Substitute Teacher, Kindergarten, Rick Marcotte Central School (formerly Central School). Planned and implemented classroom instruction, worked with school personnel to achieve educational goals, and maintained communication with families. April 2001-June 2001.
- Instructional Assistant, Substitute Teacher, Extended School Year Program and Computer Camp Instructor. Provided instruction for students in grades K-5, and designed a web design course for students in Grades 3-5. January 2001-April 2001, Summer 2001.

Reason for leaving: My position at (Rick Marcotte) Central School was a temporary position.

Supervisor: Joe O'Brien, Lynne Nalchajian (802-652-7200)

Experience Type: Public School, Full-time

It is **OK** to contact this employer

South Burlington School Distirct

Aug 2000 - Dec 2000

Student Teacher

South Burlington, VT

- Student Teaching Internship, Rick Marcotte Central School (formerly Central School), South Burlington, Vermont. Primary Unit, First/Second Grade Multi-age. Fall 2000.

Supervisor: Brigid Kulhowvick (802-652-7200)

Experience Type: Student Teaching, Full-time

It is **OK** to contact this employer

Greater Burlington YMCA

Aug 1997 - Aug 2000

Child Care Provider

Burlington, VT

- Director, Before-school Program (Y's and Shine). Union Memorial School, Colchester, Vermont. September 1998-June 1999.
- Head Counselor, After-school Program (Live Y'ers). August 1997-June 2000.

- Head Counselor, Summer Program (Y's Guys). Summers 1998-2000.

Maintained a safe and fun environment for school-age children. Coordinated activities, communicated with families, prepared budget reports, and maintained contact with school staff.

Reason for leaving: I transitioned from employment in child care to employment in an elementary school setting.

Supervisor: Ann Faryniarz (802 862-9622)

Experience Type: Other, Part-time

It is **OK** to contact this employer

Principles and Methods for Effective Health Education

Health Education foundations and principles including the National Health Education Standards and skills-based Health instruction and assessment. Vermont Higher Education Collaborative (VT-HEC)/Castleton University. Jan 2019-Present.

Transformative Teaching with Kathleen Kryza

Practical strategies that integrate the learning processes of the brain with appropriate skill-building practices. Fall 2018-Present.

Promethean Board: Using For More Than "Just a Whiteboard"

Utilized ActivInspire computer software and Promethean Board technology to create engaging, interactive, multimedia lessons for the 21st Century classroom . Lamoille Area Professional Development Academy (LAPDA). Spring 2017.

Consultation and Collaboration in the Schools

Methods for being a cooperative and collaborative team member within the school community. Lamoille Area Professional Development Academy (LAPDA). Spring 2014.

Goin' Google for Educators

Explored technology integration in 21st Century classrooms using Google Tools and Apps. Lamoille Area Professional Development Academy (LAPDA). Spring 2011.

Foundations

A K-3 multisensory phonetic spelling and language program. Wilson Language Training. Program Overview, October 2005. Foundations 2, October 2007. Foundations 3, October 2007.

Responsive Classroom

Emphasizes classroom management and instructional practices in grades K-6. Level 1, Week Long Institute. Northeast Foundation for Children. June 2007

Team Manager, Barre Amateur Soccer Association (BASA)

Responsible for communicating with parents and coaches, organizing team paperwork and using problem solving skills. Barre, Vermont. Spring 2017-Present.

School Health Advisory Committee (SHAC), Parent Member

Collaborated with committee member to help improve the wellness of the school community. Barre Town Middle and Elementary School, Barre, Vermont. Fall 2015-Present.

Crops by Kids Garden

Assisting Physical Education classes with garden tasks, tending the summer garden, participating in the Fall Harvest Farm Market fundraiser. Barre Town Middle and Elementary School, Barre, Vermont. Spring 2015-Present.



219 North Main Street, Suite 402
Barre, VT 05641 (p) 802-479-1030 | (f) 802-479-1835

MEMORANDUM

TO: Lisa Perreault, Business Manager, BUUSD
 FROM: Michael Carr, Procurement & Financial Consultant, Child Nutrition Programs
 Rosie Krueger, Assistant Director, Child Nutrition Programs
 SUBJECT: RFP for Food Service – Submission 2 – Barre Unified Union School District
 DATE: April 8, 2019

We have reviewed the scoring information submitted for your RFP for School Food Service Management. It appears that your team has fairly evaluated the three submissions and used the scoring rubric. You may proceed to offer the contract to the company that scored the highest in your rubric, Aladdin Food Management Services.

Aladdin quoted the following prices that you accepted:

Breakfast -	\$ 2.07
Lunch -	\$ 3.05
Reimbursable After School Snack	\$ 1.00
A la Carte Meal Equivalent -	\$ 3.05
Management Fee per Meal Served -	\$ 0.00
Summer Breakfast -	\$ 2.07
Summer Lunch -	\$ 3.05
Summer Snack -	\$ 1.00

If you are going to allow the annual increase in rates based on the Consumer Price Index (CPI) for Food Away from Home, as indicated in Section 13 Fees, you must include that information on the bottom of the contract page. If you allow changes as result of the CPI, the quoted prices will be fixed as is for this year; for subsequent years, the renewals would allow the increase in per meal rates.

Please submit a copy of your final contract page once it is signed.

If you have any questions, please feel free to contact me.



219 North Main Street, Suite 402
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Food Service Management Contracts - Competitive Bidding Instructions for School Food Authorities

Overall Instructions

The Vermont Agency of Education has created a Request for Proposals/Invitation for Bids (RFP/IFB) template to be used in new contracts between School Food Authorities (SFAs) and Food Service Management Companies (FSMCs). Please change the template for your SFA's needs and implement the document submission procedures listed below to ensure compliance with federal and state regulations and statutes. State of Vermont formal procurement policy applies to all new contracts with monetary value over \$25,000. The SFA should also seek the advice of their administrative or legal counsel regarding local regulations and policies. An SFA failing to follow the required procedures may be prohibited from utilizing nonprofit food service account funds to pay for the meal services contract. Please allow appropriate time for the documents to be processed—the completed materials must be reviewed and approved prior to the execution of the contract. The contract start date cannot be prior to the date of final signatures of the SFA and contractor. Reimbursement is not allowed for meals served prior to the implementation or start date of the contract. The final bid document should indicate if it is an RFP or an IFB.

The RFP describes all of the technical requirements, including bid responsiveness criteria that must be met for the proposal to be considered. The SFA must include the criteria that will be used to evaluate the proposals. Price must hold the highest weight, but you can set other criteria too. Once all the proposals are received, the ones that met the bid specifications will be considered and evaluated based on cost as well as the other factors outlined in the evaluation criteria.

The IFB describes all of the technical requirements of the need. Bid responsiveness criteria is included that must be met for the proposal to be considered. Once all bids are received, the ones that met the bid specifications will be considered. Bids are evaluated and awarded based solely on cost.

Point of Service Systems and Equipment

It is not required that a SFA purchase a particular Point of Service (POS) System or specific equipment when contracting with a FSMC. If the SFA required a POS System or any additional equipment, this requirement and all specifications must have been included in the RFP/IFB.

First Submission - RFP/IFB Template to AOE

1. Allow 30 days for the State Agency Child Nutrition Programs (SA) to review the RFP/IFB template and materials plus time for revisions should they be required.
2. All Request for Proposals/Invitation for Bids documents must be submitted to the State Agency for review prior to beginning the bid solicitation process. This RFP/IFB template requires modifications be done by the SFA to align with the specific needs of the program; the information is entered in 'Track Changes' mode. The Food Service Management Company/Vendor RFP/IFB and Contract Submission Form must accompany the solicitation/contract documents. When the documents submitted are deemed in compliance with general and state regulations and statutes, the Vermont Agency of Education will incorporate the changes into the final version and return the document with written notification authorizing the SFA to begin the bid process. The submission must indicate if the solicitation is an RFP or an IFB.
3. Advertising: Allow 30 days at least (preferably sixty days) plus time for managing the advertisement. After the SA has approved the proposed RFP/IFB documents, the SFA must advertise widely throughout the state and region in a printed newspaper of record that reaches many potential bidders. This must be posted 30 days or more to ensure compliance with regulations.
4. All changes (addenda/amendments) including all questions and answers must be submitted to the SA for review. The SFA must receive written confirmation from the SA to confirm that the document is in compliance prior to distribution to potential bidders.
5. Addenda/amendments to the RFPs/IFBs should not be issued within a recommended minimum of seven (7) working days of the time and date set for the bid opening. Otherwise, the time and date set for the bid opening may be delayed to allow issuing an addendum/amendment.
6. Following the solicitation period, all sealed bids that have been received by the SFA must be ranked using the evaluation criteria as defined by the solicitation. In addition to the Bid Summary Form, all bidders must submit signed copies of the following:
 - a. Bid-Rigging Certification
 - b. Certificate of Independent Bid Determination
 - c. Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion – Lower Tier Covered Transactions
 - d. Certificate Regarding Lobbying form
 - e. Disclosure of Lobbying Activities form (if applicable)
7. All bids must be evaluated by the evaluation team based on the criteria established in the bid solicitation. During the evaluation period, no bidder, prospective or otherwise, may be allowed access to supporting documents received by the SFA. If using an RFP, the SFA must award the contract to the responsive and responsible

bidder whose bid scores the highest on the pre-determined scoring criteria. Pricing must be weighted the heaviest in the scoring criteria. If using an IFB, the SFA must award the contract to the responsive and responsible bidder whose bid has the lowest price. Pricing is the only priority in the scoring criteria.

- a. To be considered "responsive," a contractor must submit a response to a solicitation that conforms to all material terms and conditions of the solicitation.
- b. To be considered "responsible," a contractor must be capable of performing successfully under the terms and conditions of the contract.

Second Submission - Proposed Contract and Evaluation Documents - Proposed Bid Selection

1. Allow 15 days for SA to review the documents and send the SFA the written notification necessary to proceed with contract award. *Following the bid opening and evaluation, and prior to the formal contract award, the following documents must be submitted to AOE for review, accompanied by the Pre-Contract Award Summary Sheet. The contract may not be awarded pending AOE's compliance notification.*
 - a. Newspaper advertisement with date of publication
 - b. List of bidders that received the solicitation/contract documents and all addenda issued—include date mailed/delivered
 - c. If a pre-bid conference was held—list of bidders in attendance
 - d. Bid Summary form for each bid received
 - e. Correspondence from bidders opting not to bid (or phone call documentation)
 - f. Completed Bid Criteria Analysis Sheet summarizing all bids received

-  2. After receiving written notice from AOE stating that the SFA may proceed with the contract award, the SFA awards the contract to the responsive and responsible bidder whose proposal reflects the highest score on the pre-determined evaluation score sheet (if RFP) or to the responsive and responsible bidder with the lowest price (if IFB.)

Third Submission - Post Award - Executed Contract and Certification Documents

1. Upon completion of the contract award, the SFA must provide copies of the following documents to Vermont AOE, accompanied by an original signed copy of the Post-Contract Award Summary Sheet.
 - a. Executed copy of the contract—(Signed Bid Summary form)
 - b. Signed copy of the Bid-Rigging Certification form

- c. Signed copy of the Certificate of Independent Bid Determination form
- d. If the contract is \$25,000 or more—Signed copy of the Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transactions
- e. If the contract is over \$100,000—Signed copy of the Certificate Regarding Lobbying
- f. If the contract is over \$100,000 and any funds other than Federal appropriated funds have been used for lobbying—Signed copy of the Disclosure of Lobbying Activities

Revisions

The bid solicitation and resulting contract (including all addenda) must be the same document(s) previously determined in compliance by SA. Revisions cannot be made to the executed Request for Proposals/Invitation for Bids and Contract without first submitting proposed revisions to SA for review and receiving written notification that the proposed revisions are allowable within the regulatory guidelines. Furthermore, additional documents and/or agreements, including those developed by the contractor, cannot become part of the executed contract.

Questions?

Contact Laurie Colgan at 479-1187 or laurie.colgan@vermont.gov.

BEST PRACTICE FOR JUDGING PROPOSALS FOR FOOD SERVICE MANAGEMENT COMPANIES

Proposals should be judged on the basis of predetermined, merit-based evaluative criteria, made known to vendors before proposals are submitted.

- Merit-based evaluation criteria should be used to set the standards for judging competing proposals for the provision of services. Evaluative criteria generally fall into four categories: (a) management criteria, (b) technical criteria, (c) cost, and (d) past experience and performance.
- Such criteria should be disclosed to prospective vendors as early as possible in the procurement process, such as in the RFP or other solicitation document.
- Weighing of criteria should be used if some criteria are determined to be more important than others. The weight assigned to each criterion generally should be disclosed in the RFP. The evaluative criteria should be judged by a qualified evaluation committee.
- The committee should be in place before proposals are received.
- Members of an evaluation committee should be sufficiently qualified to evaluate the strengths and weaknesses of the proposals submitted.
- Potential evaluation committee members should be screened meticulously for conflicts of interest. The evaluation process should be explainable to evaluators and competing vendors, and capable of withstanding scrutiny under a protest challenge.
- The meaning of each criterion and the reason each criterion is part of the evaluative analysis should be explained to evaluators before judging.
- Each member of the committee should score each proposal and provide comments that explain the score assigned to each criterion. The scoring process and award recommendations should be well-documented and retained.
- Every step in the evaluative process should be documented through (a) scoring sheets, (b) a written record of what transpired during any permitted negotiations between vendors and procurement officials, (c) a written comparative analysis of competing proposals, and (d) a written award recommendation.
- The written award recommendation should (a) explain the factors that led to the award decision, (b) offer qualitative discussion of the leading competing proposals, and (c) describe the specific characteristics of the winning vendor's proposal that resulted in its selection over the others.
- The period of time for preservation of procurement materials should be set by the contracting unit.

BUUSD FSMC CONTRACT SCORESHEET April 5th, 2019

Ashley Young - Senior Accountant Signed _____

VT FSMC EVALUATION CRITERIA

<u>Criteria and Points</u>	<u>Abbey Group</u>	<u>Aladdin</u>	<u>Fresh Picks</u>
Provide a variety of breakfast and lunch offerings = 15			
Able to provide grab and go breakfast and other options for breakfast and lunch to increase participation = 10			
Proposal offers a fixed priced contract ensuring students and adults receive healthy and nutritious food with break even outcomes guaranteed for SFA = 20			
Proposal shows creative and innovative ways to involve and engage students in a variety of ways = 5			
Emphasis on highly qualified staff, professional development, retention of staff, positive interface with students and SFA personnel including Business Office, Administration, Teachers, and Parents = 15			
FSMC provides testimonials from current SFA's = 5 (excluding Barre)			
Ability for POS to interface with BUUSD Infinite Campus SIS and Parent Portal = 10			
Able to source products within 50 miles of school = 5			
Provide a variety of options for catered events within the BUUSD = 5			
Ability for FSMC to effectively collaborate with SFA regarding State Child Nutrition ongoing mandates and required reporting = 10			
TOTAL			

BARRE UNIFIED UNION SCHOOL DISTRICT FSMC PROPOSAL SCORE TOTALS
APRIL 5, 2019

	Brenda	Scott	Hayden	Jamie	Ashley	Lisa	TOTAL SCORE
Abbey Group	44	48	54	45	61	63	315
Aladdin	68	63	84	75	75	74	439
Fresh Picks	56	50	75	47	63	57	348

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VSBA Update 4/10/19

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VERMONT

SCHOOL BOARDS ASSOCIATION

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Great Governance, Excellent Education, Strong Communities

Dear School Board Member,

Act 11 of 2018 created the Commission on Public School Employee Health Benefits, which will determine, through negotiations, the amounts of the premiums and out-of-pocket expenses for school employee health benefits that will be paid by school employers and employees. Act 11 dictates that the Commission has 10 members, five of whom are representatives of school employees and five whom are representatives of school employers. Previous VSBA newsletter articles can provide you with more information [about the law](#) and the VSBA's [appointed commissioners](#).

The first meeting of the Commission was held on April 1. Representatives of the parties began meeting in early February in order to discuss ground rules and to schedule negotiation sessions for the next several months. The parties were unable to come to agreement on ground rules due to the union's insistence on being able to bring "alternates" to the table, which would serve to double the size of their bargaining team. The statute is clear that both sides have five representatives at the table.

On April 1, the union team brought five alternates to the bargaining session, despite the fact that the school board team did not agree to alternates. The parties exchanged initial proposals and the session ended. Later that week, the school board team filed an Unfair Labor Practice (ULP) complaint with the Vermont Labor Relations Board in order to receive guidance about the union team's ability to bring alternates to the table despite the clear language in the law and the lack of agreement between the parties.

The parties have not yet come to agreement regarding whether to make these negotiations public. Despite the absence of ground rules on public bargaining, yesterday the [NEA shared its proposal](#) and the [school board team's proposal](#) to the public via press release.

These proposals reflect the first step in the process and are not indicative of the final outcome, which may ultimately be decided by an arbitrator. We look forward to a quick decision from the VLRB regarding the ULP complaint so that the parties can get back to the table to resume negotiations.

If you have any questions about the process, please contact the Act 11 school board team at Act11EmployerCommissioners@vtsba.org.

Sincerely,
Nicole



TOWN OF BARRE, VERMONT

Donna Kelty, Town Clerk-Treasurer
P.O. Box 124, 149 Websterville Road
Websterville, VT 05678-0124

CERTIFICATE OF ELECTION BARRE UNIFIED UNION SCHOOL DISTRICT

I, Donna J. Kelty, Clerk of the Barre Unified Union School District have received the Official Return of Votes for the elections held on April 9, 2019; said elections were held in the City of Barre and the Town of Barre to elect School Directors.

I do hereby certify the following individuals have been elected to hold the following seats on the Barre Unified Union School District Board of Directors:

School Director	Term Ending	Municipality
Chris Riddell	March 2020	Barre City
Tim Boltin	March 2020	Barre City
Rebecca Kerin-Hutchins	March 2020	Barre Town
Giuliano Cecchinelli II	March 2021	Barre City
Paul J. Malone	March 2021	Barre Town
Victoria Catto Pompei	March 2021	Barre Town
Sonya Spaulding	March 2022	Barre City
Gina Akley	March 2022	Barre Town
J. Guy Isabelle (At-Large)	March 2022	Barre City & Barre Town

Dated April 10, 2019 at Websterville, Vermont.

ATTEST: 
Donna J. Kelty, Barre Town Clerk-Treasurer
Clerk of the Barre Unified Union School District.