

BARRE UNIFIED UNION SCHOOL DISTRICT
INITIAL BOARD MEETING

**Spaulding High School
Library**

155 Ayers St., Barre, VT

May 9, 2019

6:00 p.m.

AGENDA

1. Call to Order
2. Additions or Deletions to the Agenda
3. Public Comment
4. Approval of Minutes
 - 4.1. BUUSD Board Meeting Minutes - April 11, 2019
5. Current Business
 - 5.1. Approve New Hires
 - 5.2. Approval of Continuous Improvement Plan
 - 5.3. Approval of RFP SHS Library Improvements
 - 5.4. First Reading of 58 Policies previously adopted by the Barre Supervisory Union
 - 5.5. First Reading Role and Adoption of School Board Policies (A30)
 - 5.6. First Reading Intra District School Transfer (C41)
 - 5.7. Student Representatives
6. Other Business
 - 6.1. Merger Update
 - 6.2. Summer Project Update
7. Executive Session
8. Adjournment

Reminders:

Next Barre Town School District Meeting	June 5, 2019
Next Spaulding High School Union District Meeting	June 6, 2019
Next BUUSD Board Meeting	June 13, 2019
Next Barre City School District Meeting	June 10, 2019
Next Barre Supervisory Union Board Meeting	May 16, 2019

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**BARRE UNIFIED UNION SCHOOL DISTRICT
BOARD MEETING**

Spaulding High School – Library
April 11, 2019 - 6:00 p.m.

MINUTES**BOARD MEMBERS PRESENT:**

Paul Malone (BT) - Chair
Sonya Spaulding (BC) – Vice-Chair
Victoria Pompei (BT) – Clerk
Gina Akley (BT)
Tim Boltin (BC)
Giuliano Cecchinelli (BC)
J. Guy Isabelle (At-Large)
Rebecca Kerin-Hutchins (BT)
Chris Riddell (BC)

BOARD MEMBERS ABSENT:**ADMINISTRATORS PRESENT:**

John Pandolfo, Superintendent

GUESTS PRESENT:

Video Vision Tech Dave Delcore – Times Argus Tammy Cochrane Robert Hildebrand Donna Kelty
Monica Tolman

1. Oath of Allegiance

Donna Kelty, Barre Town Clerk and Clerk of the Barre Unified Union School District administered the Oath of Office to all Board Members and circulated copies of the Oath of Office for each Board Member to sign.

2. Call to Order

The Superintendent, John Pandolfo called the Thursday, April 11, 2019, Initial Board Meeting of the new Barre Unified Union School District to order at 6:00 p.m., which was held at the Spaulding High School Library.

3. Organize

VSBA Board Re-organization documentation was distributed. A document titled 'VSBA School Board U. Live' was also distributed. Each Board Member was provided with a copy of the organizational check list and data sheet. Mr. Pandolfo advised regarding Organization of the Initial BUUSD Board, provided an overview of the slides contained in the documentation, and requested nominations for the position of Board Chair.

Mrs. Spaulding nominated Paul Malone for the position of Board Chair, seconded by Mr. Isabelle. There were no additional nominations. The Board unanimously voted to elect Paul Malone as Board Chair. Mr. Malone chaired the remainder of the meeting.

Mrs. Pompei nominated Sonya Spaulding for the position of Vice Chair, seconded by Mr. Cecchinelli. There were no additional nominations. The Board unanimously voted to elect Sonya Spaulding as Vice Chair.

Mr. Boltin nominated Victoria Pompei for the position of Clerk, seconded by Mr. Isabelle. There were no additional nominations. The Board unanimously voted to elect Victoria Pompei as Clerk.

Mr. Pandolfo recommended that Board Members, as a group, attend and participate in the VSBA School Board U. Live workshop on Saturday, June 1, 2019, from 9:00 a.m. until 3:00 p.m. at the Steakhouse Restaurant in Berlin Vermont. The Superintendent's Executive Assistant, Tina Gilbert can assist with reservations for those who wish to attend. It was noted that Board Members are required to participate in a specific number of hours of training.

The Board agreed to discuss and finalize the remaining Board Organization and to have one motion to approve all remaining organizational business.

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On a motion by Mrs. Spaulding, seconded by Mr. Boltin, the Board unanimously voted to (all items approved under this motion are in bold):

Hold Board meetings on the second Thursday of each month, and to reserve the fourth Thursday of each month for an additional Board Meeting (when necessary).

That Board Meetings will begin at 5:30 p.m.

Discussion was held regarding limiting Board Meetings to two hours. Though two hours is often enough time to conduct Board business, there are matters, including important work that must be conducted in Executive Session (outside of regular board meeting time), which warrant a longer meeting. Board Member questions, public comment/participation, and other items, can also extend meeting time. Mr. Malone stressed that the Board is elected by the community and he believes they should be allowed time to be heard.

It was noted that currently only the SHS Board has student representatives. Student representation on the BUUSD Board will be added to the May agenda.

Mr. Pandolfo would like to have Board packets sent out one week in advance of meetings, and would like to avoid the extra 'handouts' distributed during meetings. Mr. Pandolfo advised of the goal to have building reports (administrator reports) and newsletters ready for distribution with the initial packets. It is also the goal, to e-mail Board Members, on the Tuesday immediately preceding the Board Meeting, any written information that was not available at the time the board packets were distributed. Addendums to the Board Packet will be posted after the meeting.

Mr. Pandolfo would like to work by 'slate' whenever possible, e.g., approve all new hires with one motion, rather than have a separate motion for each hire.

Discussion was held regarding the various committees, including information regarding the purpose and work of the Regional Advisory Board (RAB) and the Enterprise Committee. A document identifying 'required', 'recommended', and 'to be considered' Board Operations policies was also distributed.

That BUUSD Committee assignments are as follows:

Finance Committee: Mrs. Akley, Mrs. Pompei, Mr. Riddell, and Mrs. Spaulding.

Facilities Committee: Mr. Boltin, Mr. Cecchinelli, and Mrs. Kerin-Hutchins.

Curriculum Committee: Mrs. Akley, Mr. Boltin, Mrs. Pompei, and Mr. Riddell.

Policy Committee: Mr. Cecchinelli, Mr. Isabelle, and Mrs. Kerin-Hutchins.

Communications Committee: Mr. Isabelle, Mrs. Kerin-Hutchins, Mr. Riddell, and Mrs. Spaulding.

Negotiations Committee: Mrs. Akely, Mr. Boltin, Mr. Malone, and Mrs. Spaulding

RAB: Mr. Cecchinelli, Mr. Boltin, and Mr. Isabelle.

Enterprise: Mr. Cecchinelli, Mr. Boltin, and Mr. Isabelle.

That BUUSD Committees will meet on the following schedule:

Finance Committee: First Tuesday of each month

Facilities Committee: Second Tuesday of each month

Curriculum Committee: Fourth Tuesday of each month

Policy Committee: Third Tuesday of each month

Communications Committee: Third Thursday of each month

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The Regional Advisory Board meets quarterly (usually on a Tuesday, from 4:00 p.m. until 5:30 p.m. The Enterprise Committee meets twice a year.

It was noted that community members will most likely be invited to join BUUSD Committees. Mr. Isabelle advised that Committee meetings are open and he encourages participation.

That BUUSD Committees should first meet as follows:

Finance Committee: May 2019

Facilities Committee: May 2019

Curriculum Committee: July 2019

Policy Committee: July 2019

Communications Committee: May 2019

Discussion was held regarding the current BSU Committees; all remain in existence, with some meeting less often than in the past. Currently both the BSU Curriculum and Policy Committees have meetings scheduled. It may be beneficial for BUUSD Curriculum and Policy Committee Members to attend the respective meetings.

To authorize the Board Chair to sign Employee Contracts.

To authorize the Board Chair to sign other contracts, as approved by the Board.

To designate three members of the Finance Committee to sign warrants. This will be discussed with Business Manager Lisa Perreault.

To designate Mr. Malone as the alternative person to sign warrants.

To post Agendas and Minutes at BCEMS, BTMES, SHS, the BUUSD Office, the Barre City Clerk's Office, the Barre Town Clerk's Office, and on the BUUSD web site. Information may also be posted on Front Porch Forum and Facebook.

To use Roberts Rules.

To designate the Times Argus as the newspaper publication to be utilized for meeting notices, warnings and employment advertisements

END OF APPROVALS/DECISIONS MADE AS PART OF THE ORGANIZATIONAL MOTION MADE BY MRS. SPAULDING AND SECONDED BY MR. BOLTIN.

It was noted that other than Mrs. Akley, Board Members have recently signed copies of the 'Code of Ethics For Vermont School Board Members' document. Mrs. Akley will be provided with a copy to sign.

The Board reviewed communication practices, Board development opportunities, and Board advocacy. Mr. Pandolfo reiterated the importance of Board Members attending the VSBA School Board U. Live Board Orientation Meeting on Saturday, June 1, 2019 from 9:00 a.m. until 3:00 p.m. at the Steakhouse Restaurant in Berlin Vermont. The Board was advised that no one individual is authorized to make decisions and that Board Members do not speak with the press. Inquiries from the press should be referred to the Board Chair or the Superintendent.

It was suggested that a short re-cap of meetings be posted on Front Porch Forum and Facebook.

4. Additions and/or Deletions to the Agenda

Add 7.9 Addition of Certification of the Election into the Record

5. Public Comment

None.

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6. Approval of Minutes

6.1 Approval of Minutes – March 14, 2019 - BUUSD Transitional Board Meeting Minutes

On a motion by Mr. Boltin, seconded by Mrs. Spaulding, the Transitional Board Members present, unanimously voted to approve the Minutes of the March 14, 2019 - BUUSD Transitional Board Meeting.

7. Current Business

7.1 Approve FY20 Budget Vote Warning

A document titled ‘WARNING for the SPECIAL MEETING of the BARRE UNIFIED UNION SCHOOL DISTRICT – May 14, 2019’ was distributed. Six budget related documents were distributed; ‘FY20 Barre Unified Union School District Budget Highlights – April 11, 2019 – DRAFT 4’, the BUUSD FY20 Proposed Budget Expense and Revenue Summary Reports, the CVCC FY20 Proposed Budget Expense and Revenue Summary Reports, and the BUUSD Projected Comparative Tax Rate Calculations Report (containing information for both Barre City and Barre Town). Mr. Pandolfo advised that the Warning originally in the packet, has been updated to reflect the results of the election. Mr. Pandolfo provided a brief overview of the budget, announced the public informational session, advised of the cost per equalized pupil (\$13,562), and answered questions from the Board.

On a motion by Mrs. Spaulding, seconded by Mrs. Kerin-Hutchins, the Board unanimously voted to approve an expenditure budget of \$45,134,804 for FY20.

On a motion by Mrs. Spaulding, seconded by Mrs. Kerin-Hutchings, the Board unanimously voted to approve the WARNING for the SPECIAL MEETING of the BARRE UNIFIED UNION SCHOOL DISTRICT – May 14, 2019.

The Warning was circulated for signatures from Donna Kelty and Members of the Board.

7.2 Approve New Hires

The resumes and BSU Notification of Employment Status Forms for Margaret Fagan (Speech/Language Pathologist – BCEMS and BTMES), Samantha Loesch (SHS English), Victoria Everett (CVCC Literacy Coordinator), Karen Moran (.50 FTE Health Education), Scott Griggs (CVCC Assistant Technical Education Director), and Erica Pearson (BTMES Middle School Principal) were distributed. Mr. Pandolfo advised that he would be looking for approval of the slate of teacher positions, and advised that there is no legal requirement for Board approval of teachers who take new teaching positions within the BUUSD.

Mr. Pandolfo provided a brief overview of the candidates’ education and experience.

On a motion by Mrs. Spaulding, seconded by Mr. Riddell, the Board unanimously voted to approve the hiring of Margaret Fagan, Samantha Loesch, Victoria Everett, and Karen Moran.

Mr. Pandolfo provided an overview of Scott Grigg’s education and experience, including his previous tenure in the same position at CVCC. It was noted that the SHS/CVCC Board recommends hiring Mr. Griggs. Mr. Pandolfo provided an overview of the interview process for the position of middle school Principal at BTMES and advised that only the Principal position involved an interview by the Board. It was agreed that discussion of both administrative positions would occur in Executive Session at the end of the meeting and that a formal vote would be held after Executive Session.

7.3 Approve VMERS Language

A document titled ‘Following is a statement for the BUUSD Board to take action on at the April 11 meeting:’. The document identifies language that needs to be approved by the Board, relating to the Vermont Municipal Employee Retirement System. Mr. Pandolfo advised regarding the request to approve the VMERS language.

On a motion by Mr. Boltin, seconded by Mr. Isabelle, the Board unanimously voted that the Barre Unified Union School District will offer Vermont Municipal Employee Retirement System (VMERS) benefits (to) group A for all qualified union paraeducators, group B for all non-union employees (4 BTMES only), and group C for all qualified custodial staff. This will take effect on July 1, 2019. (These options were originally conditions of employment before the districts merged).

7.4 Approval of FY20 Perkins Summary

A document titled ‘Central Vermont Career Center Perkins FY20 Summary’ (dated 03/28/19) was distributed. Mr. Pandolfo provided an overview of the document, advising that Board approval is being requested. It was noted that Perkins funds can be used for new programs for a term of up to three years.

On a motion by Mr. Isabelle, seconded by Mr. Riddell, the Board unanimously voted to approve the FY20 Perkins Summary as presented in the Board packet.

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7.5 Approval to Apply for CFP Grant

A document titled 'Motion to Authorize Application for CFP Grant' was distributed. Mr. Pandolfo provided a brief overview and requested that the Board vote to authorize the Superintendent's Office to apply for the CFP Grant.

On a motion by Mr. Isabelle, seconded by Mr. Cecchinelli, the Barre Unified Union School District (BUUSD) authorizes the BUUSD Superintendent's Office to accept grants, to administer, and to act as the representative on behalf of all member schools.

7.6 Approval of Food Service Contract

Six documents were distributed; 'Food Service Management Company Request For Proposal Process Update' (dated 04/05/19), a copy of a memorandum to Lisa Perreault from the Vermont Agency of Education (dated 04/08/19), an AOE document titled 'Food Service Management Contract – Competitive Bidding Instructions for School Food Authorities', a document titled 'Best Practice for Judging Proposals for Food Service Management Companies', a document titled 'BUUSD FSMC Contract Scoresheet (April 5, 2019), and a document titled 'Barre Unified Union School District FSMC Proposal Score Totals' (dated 04/05/19). Mr. Pandolfo provided an overview of the extensive RFP process, including the required involvement of the Agency of Education. Mr. Pandolfo advised of the scoring system and announced the score assigned to each vendor who submitted a bid. Beginning with this contract, all schools in the district will be served by a single food service vendor.

On a motion by Mr. Boltin, seconded by Mrs. Spaulding, the Board unanimously voted to offer the food service contract to Aladdin, as approved by the Agency of Education.

Mrs. Pompei voiced concern that an increase in meal prices may be a hardship for some parents of BTMES students.

7.7 Approval of Summer 2019 BCEMS Partial Roofing Replacement and Repair

A document containing the BCEMS Partial Roofing Replacement and Repair for the Summer of 2019 bid information was distributed. Mr. Pandolfo advised that Dayco, Inc. had originally submitted a bid, but due to hiring issues had to decline the project. The BCEMS Board has approved the Superintendent's recommendation. The Superintendent's recommendation is to award the contract to Evergreen Roofing at a cost of \$281,300. In response to a query, it was noted that this project is not the final roof project for BCEMS. There will need to be some additional work performed in the future. Mr. Pandolfo noted that BTMES will be performing some smaller roofing projects before June 30, 2019 and that extensive repairs will be made to the front canopy area during the summer.

On a motion by Mrs. Spaulding, seconded by Mrs. Pompei, the Board unanimously voted to accept the Superintendent's recommendation to award the contract to Evergreen Roofing for partial roof repair/replacement.

7.8 School Calendar for 2019 – 2020

A copy of the Regional Calendar – Barre Supervisory Union 2019 – 2020 Calendar was distributed. Mr. Pandolfo advised that the calendar in the packet, dated 03/27/19 is the most up to date copy and includes some minor corrections. No Board action is necessary.

7.9 Addition of Certification of the Election into the Record

Mr. Pandolfo advised that he would like the April 9, 2019 Certification of the Election entered into the record of this meeting.

On a motion by Mr. Isabelle, seconded by Mr. Cecchinelli, the BUUSD Board unanimously voted to have the Certification of the April 9, 2019 Initial BUUSD Board Election entered into the record.

8. Other Business

A document from the Vermont School Boards' Association (VSBA) was distributed. The letter relates to Act 11 of 2018 (Commission on Public School Employee Health Benefits / statewide negotiations). Mr. Pandolfo provided a brief overview of the letter.

8.1 Future Agendas

Building Reports (BCEMS, BTMES, SHS, CVCC, and Central Office) will be included in future packets.
Current Newsletter will be included in future packets.

After completion of a few board meetings, the Board will 'check in' to assess how things are working and identify possible changes/improvements to meeting structure.

It was noted that e-mail addresses may be changing under the BUUSD. Additional information will be forthcoming.

It was noted that during Organization, the Board did not name a meeting location. The Board agreed to meet at Spaulding High School in the library through August 2019. The location of the September meeting will be announced. It was suggested that there be some

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rotation of meeting location, though moving the meeting location may cause confusion. Continuity may be preferred. It was suggested that 1 or 2 meetings be held each year at each of the elementary/middle schools (BCEMS and BTMES).

Mrs. Spaulding requested that the Board receive tours of each of the schools. The tours could be held separately, or as part of Board Meetings. Mr. Pandolfo will coordinate school visits/tours, and will try to have them held while the 2018/2019 school-year is still in session.

May Agenda:

New Hires
Policies (60 – 65)
Approval of Continuous Improvement Plan
Student Representatives

June Agenda:

Policies (Second and Final Readings and Adoption of Policies)
How Administrators Will Report to the Board
Administrative Representation at Committee Meetings

June or July Agenda:

Special Education / Act 173

Mr. Pandolfo advised that he will not be available the last week in June or the first two weeks of July.

9. Executive Session

Employment of Employees was proposed for discussion in Executive Session.

On a motion by Mr. Boltin, seconded by Mrs. Kerin-Hutchins, the Board unanimously voted to enter into Executive Session, with Mr. Pandolfo in attendance, at 8:17 p.m. under the provisions of 1 VSA section 313 to discuss the item proposed for discussion.

The remaining information was provided by the Board Clerk.

On a motion by Mr. Isabelle, seconded by Mr. Riddell, the Board unanimously voted to exit Executive Session at 9:07 p.m.

On a motion by Mr. Riddell, seconded by Mr. Boltin, the Board unanimously voted to approve the hiring of Scott Griggs.

On a motion by Mr. Isabelle, seconded by Mrs. Kerin-Hutchins, the Board voted 8 to 1 to approve the hiring of Erica Pearson as Middle School Principal at BTMES. Mrs. Spaulding voted against the motion.

10. Adjournment

On a motion by Mr. Boltin, seconded by Mrs. Kerin-Hutchins, the Board unanimously voted to adjourn at 9:09 p.m.

Respectfully submitted,
Andrea Poulin

**BARRE SUPERVISORY UNION
NOTIFICATION OF EMPLOYMENT STATUS**

19/20 5.1

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: Sara Jacobs *School/Dept. Spaulding H.S.
 *EFFECTIVE DATE: 7/1/2019 *Daytime Phone: _____
 *POSITION: Math Teacher *SUBJECT: Math *GRADE: 9-12
 (Teacher, Para-Educator, Administrator, Clerical, Cust/Maint, Substitute, Tutor, Other-Specify)

Section 1: NEW HIRE

TOTAL YEARS OF EXPERIENCE: 5 STEP: 6 SALARY PLACEMENT: M30
 HOURLY RATE: _____ *HOURS PER DAY: _____ DAILY RATE: _____ * DAYS PER YEAR: _____
 SALARY: ~~\$56,029~~ \$56,029 CONTRACT DAYS: _____ *ACCOUNT CODE: _____
 *REPLACEMENT? Y/(N) *LONG TERM SUB? Y/(N) IF YES, FOR WHOM? _____
 CERTIFIED: (YES) or NO CONTRACT: (YES) or NO TIMES SHEET: YES or (NO)

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

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

<p><u>[Signature]</u> *Approving Signature Principal/Administrator</p>	<p><u>4/24/19</u> *Date</p>
<p><u>[Signature]</u> *BSU Approval Signature</p>	<p><u>5/1/19</u> *Date</p>

Sara Marey Jacobs

5 Carpenter Lane Barre, Vermont 05641
6073423320 sarajacobs831@gmail.com

Education

University of Vermont

Burlington, Vermont
Master of Arts in Teaching
Major: Curriculum and Instruction in Mathematics
GPA: 4.000
Credit Hours: 36
Attended August 2013 to May 2014
Degree conferred May 2014

Transcript
(included)

State University of New York - Empire State College

Saratoga Springs, New York
College Coursework - no degree
Major: Mathematics
Credit Hours: 4
Attended January 2014 to May 2014

Transcript
(included)

Northern Virginia Community College

Alexandria, Virginia
College Coursework - no degree
Major: Mathematics
Credit Hours: 3
Attended January 2014 to May 2014

Transcript
(included)

State University of New York at Albany

Albany, New York
Bachelor of Mathematics
Major: Mathematics, **Minor:** Business
Credit Hours: 130
Attended August 2008 to December 2011
Degree conferred December 2011

Transcript
(included)

Hudson Valley Community College

Troy, New York
College Coursework - no degree
Major: Non-matriculated
Credit Hours: 4
Attended June 2011 to August 2011

Transcript
(included)

State University of New York at Cortland

Cortland, New York
College Coursework - no degree
Major: Mathematics
Credit Hours: 12
Attended January 2009 to December 2009

Transcript
(included)

Tompkins-Cortland Community College

Dryden, New York

College Coursework - no degree

Major: Dual Credit through High School

Credit Hours: 37

Attended September 2006 to May 2008

Transcript

(included)

Experience

Williamstown Middle High School

Jul 2014 - Present

Mathematics Educator

Williamstown, VT

At WMHS, I currently teach Geometry, Precalculus, and Financial Literacy. I also assist in advising the Junior Class, facilitate Extended Block (after school tutoring block), am a member of the negotiations team,

and have developed Proficiency Scales, Curriculum Guides, Performance Tasks, and Financial Literacy course expectations.

Reason for leaving: I am relocating to the Burlington area.

Supervisor: ONSU (8024335350)

Experience Type: Public School, Full-time

It is **OK** to contact this employer

Union 32 High School

Sep 2013 - May 2014

Student Teacher

East Montpelier, Vermont

Reason for leaving: Student Teaching Experience ending

Supervisor: Julie Keifer (8022290321)

Experience Type: Student Teaching, Full-time

It is **OK** to contact this employer

Literacy AmeriCorps of Palm Beach County

Aug 2012 - Jul 2013

AmeriCorps Member

West Palm Beach, Florida

Reason for leaving: 1 year program ended

Supervisor: Audrey McDonough ((561) 279-9103)

Experience Type: Independent School, Full-time

It is **OK** to contact this employer

Brix Pubaria/ Stone Lounge

Jan 2009 - Aug 2012

Server

Cortland, New York

Reason for leaving: Relocating to Florida

Supervisor: Joe Hage/Robby Petrella ((607) 662-0004)

Experience Type: Other, Part-time

Please **do not** contact this employer

Groton Youth Services Summer Camp

Summer Camp Counselor

Groton, New York

Jun 2005 - Aug 2012

Supervisor: Monica Dykeman ((607)2724833 ext.230)

Experience Type: Other, Summer

It is **OK** to contact this employer

Community Service

AmeriCorps Service:

- Habitat for Humanity
- Paint Your Heart Out: painting neighborhood houses with donated paint alongside homeowners
- Martin Luther King Children's Day: played literacy games and distributed books
- Neighborhood, Beach, and Park Clean Ups
- Locks of Love Volunteer
- Mentoring/Day of Service for Project Impact: Orchestrated all activities for both days
- Palm Beach Marathon Medical Service; Water distribution
- Homework Help Center Tutor at the Boynton Beach Library (weekly)
- Assisted at the Special Olympics for bowling and track and field in the fall and spring
- Aided library staff during Library Events such as adult educations classes and children activities
- Sorted clothing for the Homeless Coalition
- Cleaned up local children's hospital
- Camp Treasure: overnight camp counselor for children who are caregivers

Prior Community Service Experience:

- Food Drive for Hurricane Irene
- Safe Halloween
- AIDS Council Book Sales
- Relay for Life (4)
- Breast Cancer Walks
- Light the Night Walk
- Volunteer-a-thon
- Glamour Girls at the Senior Center
- Chocolate Festival and Lark Fest Event Volunteer
- Don't Walk Alone Safety Escort Service at University of Albany
- Set up and organized Blood Drives

PHASE 1: Assess Needs and Innovate

Shared Vision

The mission of the Barre Supervisory Union is to do what it takes to ensure the success of every child. Through the CIP process, we will implement a system of coordinated and aligned curriculum, instruction, and assessment which defines, measures, and communicates clear student learning objectives, provide high quality professional learning opportunities for our staff that are aligned to the CIP and work to improve our multi-tiered system to better support all students in their academic and socio-emotional development.

Describe the broad area(s) of focus directly related to the 5 domains of EQS: Academic Proficiency; Safe and Healthy Schools; High Quality Staffing; Personalized Learning; and Investment Priorities.

Academic Proficiency

- *There continue to be significant gaps between the achievement levels of students who qualify for free and reduced lunch and those that do not. In some grade levels, these differences in achievement levels exceed 20%. This is true for both ELA and Math. Source: SBAC 2018 and local data*
- *Although performance in Math at grade 9 and grade 4 in our title 1 schools exceeds the State average, five grade levels scored below the State average. In the Non-Title funded school, all students exceeded the State average on the SBAC in math. Source: SBAC 2018 and local data*
- *Teachers report that use of data to inform instruction is time is inconsistent. Student work is not consistently discussed or measured. There is increased consistency across the schools and grade levels, but there is still work to be done. Source: Teacher interview and feedback forms and administrator feedback.*

Safe and Healthy Schools

- **Students' social, emotional and behavioral needs continue to increase in intensity and frequency as student demographic evolves due to increases in adverse experiences. Source: SWIS and local data and teacher feedback surveys**
- **Teachers are experiencing increased pedagogical demand around trauma informed practice and there are continued areas of growth as we work to strengthen our coordinated services and consistency of practice at the Tier 2 level. Source: Teacher Interviews and surveys**

Based on the identified broad focus areas, describe the prioritized problems for which you intend to seek innovative solutions/interventions (Problems of Practice)

Problem of Practice:

Although significant gains have been made, we still have some gaps in total alignment in practice for curriculum delivery, assessment, data analysis and instruction cycles across some grade levels.

Problem of Practice:

All students may not get the level of support that they need because our system does not have the capacity to support all of their needs in a consistent way, and pedagogical practices have not been consistent across all grade levels in all schools.

Root Cause Analysis for Goal 1

Primary Driver 1:

- **Curriculum delivery, team level assessment practices and utilizing assessments to inform instruction at Tier I, is not consistent and aligned across all grade levels and content area. We lack common performance indicators that are aligned at formative and summative assessments and then to reporting standards.**

Secondary Drivers:

- **We need to increase teacher and administrator knowledge of current best practice in differentiated instruction for Tier I.**
- **Our teacher accountability, goals, and support system needs resources and continued alignment.**
- **We lack an easily accessible and usable system for data collection and retrieval.**
- **We lack common knowledge and practice in analyzing data and inform instruction at all steps**
- **We identify an over-reliance, by teachers, on intervention systems (LLI, Math Lab, etc) to deal with academic needs of students not meeting the standards.**
- **We identify a lack of comfort and trust in sharing student work, or in the data review process w/ peers (vulnerability)**

Root Cause Analysis for Goal 2

Primary Driver 1:

- **The number of students coming to us experiencing ACES is increasing as evidenced in our behavioral, attendance/tardy, and homeless data.**
- **We see a decrease in the social/emotional skill set of our youngest learners**
- **We acknowledge a lack of consistency in the tier 2 level response for social emotional needs. Lack of adequate staffing, training, and multiple agencies providing support contributes to the ineffectiveness of the system.**
- **We acknowledge a lack of well-designed, responsive Tier II interventions that are classroom based.**

Secondary Drivers:

- We acknowledge a lack of common understanding and implementation of trauma informed practices
- We acknowledge inconsistent feedback around classroom expectations for trauma informed practices

2019 - 2020 Barre Supervisory Union Continuous Improvement Plan

2019 - 2020 CIP action steps

Goal 1 We will implement a system of coordinated and aligned curriculum, instruction, and assessment which defines, measures, and communicates clear student learning objectives.

Theory Of Action

1. If we continue to build teacher capacity through the analysis of data, observation, support of teaching in a proficiency based system, and increase knowledge about the instructional core and standards, THEN we will have an informed and purposeful school improvement process that will lead to improved outcomes for all students.
2. If Professional Learning Groups are data informed and teachers have the curriculum tools they need through comprehensive and cohesive Performance Indicators, THEN students will be able to access learning opportunities at a deeper level, more diverse learners' needs will be met and achievement will improve.

Actions	Description	Staffing	Infrastructure	Budget	PD	Year	Data Collection
1a	To increase collective teacher efficacy, we will continue to offer training, leadership and consultation for -curriculum, department chairs and PLG teacher-leaders to utilize the data cycle process and pedagogically lead teams in PLG/C work.	GSP consultant, curriculum leaders, teacher leaders	Access to time at after school meetings, professional development release time, summer learning and PD days	Through Title 2	Coordinated by Director of Curriculum	2019 - 2020	Teachers - Yearly self assessment inventory and data team notes
1b	We will continue to work on aligning performance indicators to standards across all grade levels and content which will assist us with data collection, entry and differentiation as we continue to instruct and assess in a proficiency-based system	GSP consultant, curriculum leaders, teacher leaders	GSP consultant and curriculum leaders lead specific content work in summer as well as during PD and after school	Through Title 2 and some local funds at the CIA Supervisory Union level	Coordinated by Director of Curriculum	2019 - 2020	Professional Development Surveys PLG surveys and team meeting notes Feedback from curriculum leaders
1c	Agreed-upon programs, elements of effective instruction and units will be implemented with fidelity and we will strengthen our system of effective teacher feedback. Teachers will receive professional development opportunities that align with	Dir of Curr. Principals, Directors of Special Education, Early Education Coordinator	Time for teacher feedback and goal setting in PLG meetings, after school meetings and on PD days	Through local budget and Title 2	Coordinated by Director of Curriculum with assistance from Principals, Special Education Directors and teacher leaders	2019 - 2020	Data system for - feedback and goal setting Professional Development Surveys

	the programs, elements and units as needed.						
1d	All teams will continue to strengthen and utilize PLG/C structure and increase capacity to review student work with fidelity and use that work to inform instruction.	GSP consultant, Dir of curriculum, curr specialists, Principals and other Admin	Prioritize time for PLG meetings to occur , Prioritize curriculum alignment work	Through Title 2 (stipends for leaders, materials, training)	Coordinated by Director of Curriculum with assistance from Principals. Monitored by Principals, Special Education Directors	2019 - 2020	Teachers - Quarterly self assessment inventory Curriculum leaders - feedback survey
1e	We will provide opportunity for teacher goal setting, reflection and deeper understanding of best practices/ updated pedagogy in Tier 1 instructional strategies	GSP consultant, Dir of curriculum, curr specialists, Principals and other Admin	Prioritize and offer Prof release time for peer to peer learning walks, after school meetings	Through Title 2, Title 1 and local funds	Coordinated and monitored by Principals, Special Education Directors with assistance from Director of Curriculum	2019 - 2020	Teachers- Goal Setting and Peer to Peer learning walks Principals- Walk through Data Curriculum Leaders -Coaching Cycles
1f	We will create and share an MTSS document that clarifies the process for MTSS tiered systems of supports. Knowledge in MTSS best practices will be updated.	BSU Admin team, teacher leaders and curriculum specialists	Access to time in the summer, bi-weekly admin meetings	Through Title 2	Coordinated by Director of Curriculum and Special Education Directors	2019 - 2020	Feedback surveys and anecdotal data

Goal 2 We will strive to meet the academic and socio-emotional needs of all students by implementing curriculum, programs and strategies including: PBIS, Developmental Designs, Responsive Classroom and trauma informed practices at tier 1 and 2

Theory of Action

1. **If we establish consistency in practice and intervention for social and emotional and academic needs, THEN we can remove barriers to student learning, increase time in the classroom for students and therefore students will spend more time learning and we will close equity gaps for our students.**

Actions	Description	Staffing	Infrastructure	Budget	PD	Year	Data Collection
2a	Within our MTSS model: We will continue to implement and strengthen consistent Tier 1 universal instruction, including differentiation and common trauma informed practices in all classrooms	NFI consultants, Dev. Design consultants	Access to time at after school meetings, professional release time, summer learning and PD days	Through Title grants	Coordinated by Director of Curriculum and Administrative team with feedback from teacher leadership and curriculum specialists	2019 - 2020	Teachers - Yearly self assessment inventory. Walk through data/ feedback
2b	Within our MTSS model: We will clarify the of roles and responsibilities responsive Tier 2 interventions for academic areas and trauma informed social emotional development	Admin team, teacher leaders, curriculum specialists	Access to time in the summer, bi-weekly admin meetings and after school meetings	Through Title 2 and some local funds at the CIA Supervisory Union level	Coordinated by Director of Curriculum	2019 - 2020	Professional Development Surveys PLG surveys and notes
2c	We will continue to systemically train administrators, teachers and support staff in Trauma Informed Practices and supporting this in our schools.	LCMH coordinator, staff, admin team	Training and personnel alignment in key roles	Through Title 2	Coordinated by Director of Curriculum	2019-2020	Teachers - yearly self assessment

BARRE SUPERVISORY UNION DISTRICT #61

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

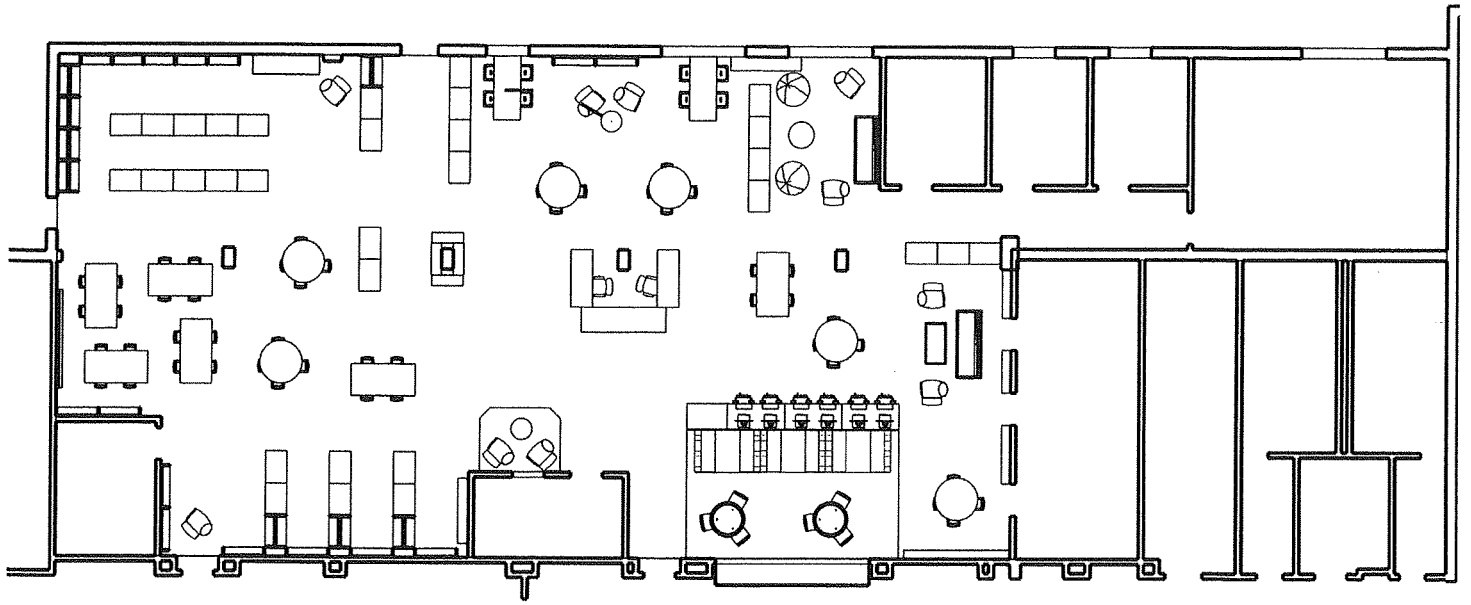
Lisa Perreault
Business Manager*Jacquelyn Ramsay-Tolman*
Director of Curriculum, Instruction, and
Assessment*Carol Marold*
Human Resource Coordinator*Emmanuel Ajanma*
Director of Technology*John Pandolfo*
Superintendent of Schools—
120 Ayers Street
Barre, VT 05641
Phone: 802-476-5011
Fax: 802-476-4944 / 802-477-1132
www.bsuvt.org*Doing whatever it takes to ensure
success for every child.**Donald E. McMahon, M.Ed.*
Director of Special Services*Sandra Cameron, M.Ed., MOT*
Director of Early Education/Act 166
Coordinator*Lauren May*
Interim Early Education Coordinator*Jamie Evans*
Director of Facilities

The Request for Proposal (RFP) was intended to solicit bids on SHS Library Improvements - Summer 2019

The following grid indicates contractors who submitted bids:

*Lajeunesse Construction	\$30,660
E.F. Wall	\$39,500
Randall Contracting	\$38,651

***Superintendent's Recommendation: Lajeunesse Construction**



		4/29/2019	BUUSD Policies for 1st Read on 5/9/2019 from Adopted BSU Policy Index			
		58 Policies +1				
SECTION	BUUSD CODE	TITLE	VSBA CATEGORY	BUUSD 1st READ DATE	BUUSD APPROVAL DATE	BSU CODE
A	2 Policies	BOARD OPERATIONS				
	A1	Board Member Conflict of Interest	Required	5/9/2019		B3
	A22	Notice of Non-Discrimination	Recommend	5/9/2019		C6
B	8 Policies	PERSONNEL				
	B1	Substitute Teachers	Required	5/9/2019		D6
	B2	Volunteers and Work Study Students	Required	5/9/2019		D7
	B3	Alcohol & Drug-Free Workplace	Required	5/9/2019		D8
	B4	Drug & Alcohol Testing: Transportation Employees	Required	5/9/2019		D11
	B5	Prevention of Employee Harassment	Required	5/9/2019		D12
	B6	HIPPA Compliance	Required	5/9/2019		D13
	B7	Tobacco Prohibition	Required	5/9/2019		E8
	B21	Professional Development	Recommend	5/9/2019		D2
C	25 Policies +1	STUDENTS				
	C1	Education Records	Required	5/9/2019		F5
	C2	Student Drugs & Alcohol	Required	5/9/2019		F7
	C3	Transportation	Required	5/9/2019		F9
	C4	Limited English Proficiency Students	Required	5/9/2019		F19
	C5	Firearms	Required	5/9/2019		F21
	C6	Participation of Home Study Students	Required	5/9/2019		F23
	C7	Student Attendance	Required	5/9/2019		F25
	C8	Pupil Privacy Rights	Required	5/9/2019		F27
	C9	Nutrition And Wellness	Required	5/9/2019		F28
	C10	Bullying of Students	Required	5/9/2019		F20
	C10-P	Model Procedures on the Prevention of Hazing, Harassment and Bullying of Students	Required	5/9/2019		F20-1
	C11	Student Freedom of Expression in School-Sponsored Media	Required	5/9/2019		F34
	C20	Student Conduct and Discipline	Recommend	5/9/2019		F1
	C21	Searches, Seizures, and Interrogation of students by School Personnel	Recommend	5/9/2019		F4
	C23	Student Clubs & Activities	Recommend	5/9/2019		F33
	C24	Interscholastic Sports	Recommend	5/9/2019		F12
	C25	Admission of Non-Resident Tuition Students	Recommend	5/9/2019		F14
	C27	Student Self-Expression and Student Distribution of Literature	Recommend	5/9/2019		F29
	C30	Student Medication	Consider	5/9/2019		F6
	C31	Admission of Resident Students	Consider	5/9/2019		F13
	C32	Eighteen Year-Old Students	Consider	5/9/2019		F18
	C33	Student Assessment	Consider	5/9/2019		F22
	C34	Restraint and Seclusion	Consider	5/9/2019		C23
	C40	Entrance Age for Admission to Kindergarten	Does Not Exist	5/9/2019		F35
	C42	Searches, Seizures, and Interrogation of students by Law Enforcement or other Non-School Personnel	Does Not Exist	5/9/2019		F11
	C43	STI and Pregnancy Prevention Policy	Does Not Exist	5/9/2019		F31
D	12 Policies	INSTRUCTION				
	D1	Proficiency Based Learning	Required	5/9/2019		G20
	D2	Grade Advancement, Retention, Promotion, and Acceleration of Students	Required	5/9/2019		G9
	D3	Acceptable Use of Electronic Resources & the Internet	Required	5/9/2019		G11
	D4	Title I Comparability	Required	5/9/2019		G12
	D5	Animal Dissection	Required	5/9/2019		G13
	D6	Class Size	Required	5/9/2019		G14
	D20	Curriculum Development and Coordination	Recommend	5/9/2019		G1
	D21	Educational Support System	Recommend	5/9/2019		G7
	D30	Field Trips	Consider	5/9/2019		G3
	D31	Selecting Library Materials	Consider	5/9/2019		G4
	D32	Selection of Instructional Materials and Sensitive Issues	Consider	5/9/2019		G5
	D40	Special Education	Does Not Exist	5/9/2019		G15
E	3 Policies	SCHOOL-COMMUNITY RELATIONS				
	E1	Title I, Part A Parental Involvement	Required	5/9/2019		H7
	E20	Community Use of School Facilities	Recommend	5/9/2019		H3
	E30	School-Community Relations	Consider	5/9/2019		H30
F	8 Policies	NON-INSTRUCTIONAL OPERATIONS				
	F1	Travel Reimbursement Policy	Consider	5/9/2019		E11
	F20	Fiscal Management & General Financial Accountability	Recommend	5/9/2019		E1
	F23	Capitalization of Assets	Recommend	5/9/2019		E23
	F24	Prevention of Conflict of Interest in Procurement	Recommend	5/9/2019		E24
	F30	Budgeting	Consider	5/9/2019		E2
	F33	HIV Policy	Consider	5/9/2019		F32
	F40	Scholarship Awards Policy	Does Not Exist	5/9/2019		E31
	F41	Video Surveillance Policy	Does Not Exist	5/9/2019		E32

**BARRE UNIFIED UNION SCHOOL DISTRICT # 097
POLICY****CODE: A30**1ST READING: 5/9/20192ND READING:

ADOPTED:

ROLE AND ADOPTION OF SCHOOL BOARD POLICIES**1. POLICY**

It is the intent of the Barre Unified Union School District (BUUSD) to outline direction and goals for the successful consistent and efficient operation of the district through the adoption of policies. BUUSD policies will be in compliance with Vermont and federal law and regulations.

2. DEFINITIONS

Policies are principles adopted by the school board to chart a course of action. Policies should be broad enough to indicate a line of action to be followed by the administration in meeting a number of problems; narrow enough to give clear guidance. Policies are guides for action by the administration, who then sets the rules and regulations to provide specific directions to school district personnel.

Procedures (also referred to as rules or regulations) are developed by the Superintendent, his or her designee, or school administrators to provide for the management of the schools by describing how tasks will be carried out and board policies will be implemented.

3. POLICY DEVELOPMENT

In order to ensure efficient development and implementation of school board policies in the Barre Unified Union School District, the BUUSD Board, or a subcommittee thereof, will determine when BUUSD Policies should be developed or revised. The Superintendent or designee will assist the BUUSD Board in determining the need for policy development or revision in specific areas and will advise the BUUSD Board on policy content. Comment and information may be sought in areas such as the following:

- a. The specific need for the policy
- b. The scope of the policy with regard to establishing appropriate roles for the board and the administration
- c. The effect of the proposed policy on administrators, students, teaching staff and the community
- d. Samples of similar policies of other boards
- e. Applicable provisions of state and federal law

- f. The anticipated costs and benefits of implementing, enforcing and evaluating the proposed policy

4. POLICY ADOPTION

Policies will be adopted by the BUUSD Board using the following steps:

- a. The policy is developed or revised by the BUUSD Policy Committee
- b. A 1st Reading is passed by the BUUSD Board
- c. A 2nd Reading/Adoption is passed by the BUUSD Board

5. POLICY DISSEMINATION, ADMINISTRATION & REVIEW

5.1 Dissemination - When policies are adopted, the Superintendent will publish and make them available to the public, students, and school personnel. A copy of the BUUSD Policy Manual will be available on the BUUSD website. The student handbooks will include BUUSD Policies related to student activities and conduct. The teacher handbooks will include BUUSD Policies related to teachers' responsibilities.

5.2 Administration - BUUSD Policies will be administered through procedures and directives of the Superintendent and administrators.

5.3 Policy Review - The superintendent will advise the BUUSD Board when revisions to adopted policies are required or otherwise appropriate. In addition, the BUUSD Board, or subcommittee thereof, will develop a policy review schedule to ensure that all BUUSD Policies are reviewed at least once every five years and, if necessary or appropriate, revised or repealed in response to changing legislation or other altered circumstances.

6. NON-SUBSTANTIVE CHANGES

For policies that have already been warned and adopted, if formatting and/or non-substantive changes are needed to ensure consistency in the policy manual and/or grammatical expedience, those corrections can be made and voted on for adoption without a first and second reading.

7. DUPLICATE POLICIES

When in the process of revising policies and duplicate policies exist, the BUUSD will operate on the newest approved BUUSD Policy until older policies can be rescinded.

Legal Reference(s): 16 V.S.A. §563 (1) (Powers of school boards)

**BARRE UNIFIED UNION SCHOOL DISTRICT #97 CODE: C 41
POLICY MANUAL**

1ST READING: 5/9/2019
2ND READING:
ADOPTED:

INTRA DISTRICT SCHOOL TRANSFER

Policy

It is the policy of the Barre Unified Union School District #97 (B.U.U.S.D.) to offer students the potential for Intra District Transfer to a PreK-8 BUUSD school outside of their town or city of residence, within the guidelines defined below and procedures developed by the Superintendent, without forcing them to attend a PreK-8 BUUSD school outside of their town or city of residence.

Implementation

The Superintendent will develop procedures consistent with the following guidelines:

- No student will be forced to attend a PreK-8 BUUSD school outside of their town or city of residence.
- Requests for Intra District Transfer to a PreK-8 school outside of their town or city of residence will be granted based on space availability as defined by the BUUSD Class Size Policy G14, and on good standing as determined by attendance and behavior records.
- Requests will only be granted prior to the start of the school year, following established procedures and deadlines.
- Transportation to PreK-8 schools will be provided for students attending school within one's town or city of residence. For students choosing to attend a school in a neighboring town or city, transportation will not automatically be provided as a matter of right.
- Once a student has been granted a request to attend a PreK-8 BUUSD school outside of their town or city of residence, they will be allowed to remain in that school through Grade 8 if they remain in good standing as determined by attendance and behavior records.
- Students who move from one BUUSD town or city to another BUUSD town or city will be allowed to complete the school year in the school they currently attend, unless they choose otherwise. For the following year, they will need to make a request for Intra District Transfer.
- This policy and accompanying procedures do not apply to students who are not residents of the BUUSD.

Legal Reference(s):

*Cross Reference: F35 Entrance Age for Admission to Kindergarten
G14 Class Size*

SUMMER PROJECT LIST

BCEMS. SHS/CVCC, BTMES, BUUSD

BCEMS –

- Roof replacement on south end of building.
- Replacement of flooring in eight classrooms.
- Full painting of eight classrooms during floor replacement.
- Painting in various areas throughout building.
- Gym floor paint repair and refinishing of gym floor finish.
- Annual cleaning and repair throughout building.

SHS/CVCC –

- Library project: replacement of all carpeting, install of glass wall near entrance to library and modifications to floor plan design.
- Several classroom floor tile replacement.
- Install of digital message board at exterior front of school building.
- Gym floor refinishing.
- Painting throughout the building.
- Annual repair of playing surface on Pendo field.
- Replacement of scoreboard on Pendo field with new model.
- Annual cleaning and repair throughout building.

BTMES –

- Repair of canopy structure at main front entrance.
- Replacement of concrete sidewalk along canopy entrance. Possible replacement of sidewalk near gymnasium portion of building if budget allows?
- Annual cleaning and repair throughout building.
- Depending on budget for canopy structure project, possible additional projects are:
- Classroom floor replacement – remove carpet and replace with tile.

BUUSD –

- Parking lot expansion to rear of building. Removal of top soil and installation of gravel for parking surface. This work may begin in late May.
- Painting in various areas throughout building.
- Upgrade/renovate 2nd floor restroom.