

**BARRE SUPERVISORY UNION  
NOTIFICATION OF EMPLOYMENT STATUS**

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: Marisa Thomas \*School/Dept. Barre Towns  
 \*EFFECTIVE DATE: Aug 2019 \*Daytime Phone: (845) 742-1025  
 \*POSITION: Teacher \*SUBJECT: ELA/SS \*GRADE: 5  
 (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: 5 STEP: 6 SALARY PLACEMENT: MA

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

SALARY: \$52,198 CONTRACT DAYS: \_\_\_\_\_ \*ACCOUNT CODE: \_\_\_\_\_

\*REPLACEMENT?  Y  N \*LONG TERM SUB?  Y  N IF YES, FOR WHOM? Liz Ather (New MS Literacy)

\*AOE ENDORSEMENT (TEACHER): YES or NO \*CERTIFIED (PARA): ParaPro YES or NO New Position in Budget  
Virginia reciprocity w/ Vermont 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)**

*CURRENT: *Position: _____  Daily Hours and FTE _____  *# of Days/Week _____ (Specify days if < 5 per week)  *Current Rate of Pay _____ Hourly or Salary (Circle)	*NEW: *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>[Signature]</u> *Approving Signature Principal/Administrator	<u>5/3/2019</u> *Date
<u>[Signature]</u> *BSU Approval Signature	<u>5/6/19</u> *Date

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

# Marisa Nairn Thomas

1 Kings Court Cape Charles, Virginia 23310  
8457421025 [mnairn618@gmail.com](mailto:mnairn618@gmail.com)

## Education

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### Old Dominion University

Norfolk, VA, Virginia

Master of Education

**Major:** Reading Education

**GPA:** 4.000

Attended August 2014 to May 2019 (*expected completion*)

**Transcript**

(115KB)

### State University of New York at New Paltz

New Paltz, NY, New York

Bachelor of Science

**Major:** Early Childhood & Childhood Education

**GPA:** 3.830

Attended August 2010 to May 2014

Degree conferred May 2014

**Transcript**

(1.3MB)

## Experience

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### Broadwater Academy

Oct 2014 - Present

Elementary Classroom Teacher

Exmore, VA

- Developing dynamic lesson plans for core subject areas that use multisensory and developmentally appropriate instructional strategies.
- Administering formative and summative assessments to determine student mastery of content and inform differentiated instruction, including for IEP and Section 504 eligible students in collaboration with special education teachers.
- Developing and implementing classroom management strategies and routine to support the academic and social-emotional development of students.
- Initiating cross-grade level literacy programs and providing in-service training for teachers to support the growth and development of young readers and writers within a structured literacy program.
- Designing and modifying grade-level curriculum to align with Common Core Standards and new literacy curriculum materials and resources.
- Analyzing school wide standardized testing data to inform professional development opportunities for teachers.
- Sponsor student activities and fundraising efforts for elementary school Student Council and Junior Beta clubs.

**Reason for leaving:** I am relocating to Vermont.

**Supervisor:** Joseph Spagnolo (757-442-9041)

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

It is **OK** to contact this employer

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Self

Oct 2015 - Present

Academic Tutor

Exmore, VA

- Administering and analyzing a variety of literacy assessments to determine individual needs and preferred learning styles of Tier 2 and Tier 3 students.
- Developing individualized lesson plans and interventions to support the development of clients.
- Communicating progress and assessment results to parents/guardians and providing them with skills and strategies to use with their child at home.

**Reason for leaving:** I hope to continue independent academic tutoring.

**Supervisor:** Self (8457421025)

**Experience Type:** Other, After school/Evening

It is **OK** to contact this employer

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**Circleville Elementary School**

Mar 2014 - May 2014

Student Teacher

Circleville, NY

- Planned and facilitated common core aligned lesson plans in anticipation of students' individual learning needs.
- Developed, administered, and analyzed a variety of assessments used to inform instruction.

**Reason for leaving:** I left this position because my student teaching semester ended and I was relocating to another state.

**Supervisor:** Beverly Feuerstack (8457442031)

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

It is **OK** to contact this employer

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**Oakside Elementary School**

Jan 2014 - Mar 2014

Student Teacher

Peekskill, NY

- Designed and executed lessons and activities that met the needs of a diverse population of students and district academic criteria.
- Observed and assisted in the instruction of an afterschool program for beginning English language learners.

**Reason for leaving:** I finished the required hours in the upper elementary grade levels and needed to move to another school where I would complete hours in a lower elementary classroom.

**Supervisor:** Tara Platt (9147371591)

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

It is **OK** to contact this employer

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***Tools & Technology Proficiency***

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- MS Office Suite
- Internet Browser Software
- Navigating educational database user interfaces
- Projector software & hardware – Epson, Promethean, SMART board
- Presentation software – PowerPoint, Prezi, Blendspace
- Troubleshooting MAC and PC hardware issues

- Children's education software – IXL, Lexia Learning, RAZ Kids, Brainpop, etc.
- Google Apps for Education, inclusion Google Classroom
- Digital Student Portfolio platforms – ClassDojo, Flipgrid, Weebly, etc.

### ***Leadership & Professional Memberships***

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- Autism Speaks U, SUNY New Paltz Chapter - Fundraising Chair
- Phi Alpha Theta, National History Honor Society
- International Literacy Association (ILA)
- National Association for the Education of Young Children (NAEYC)
- Virginia State Reading Association (VSRA)

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APR 29 2019

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

\*NAME: WENDY WEGNER    \*School/Dept. BCEMS

\*EFFECTIVE DATE: JULY 1, 2019    \*Daytime Phone: 603 617 8528

\*POSITION: NURSE    \*SUBJECT: -    \*GRADE: PREK-8  
(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: 5    STEP: 5    SALARY PLACEMENT: BA

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

SALARY: \$44,823    CONTRACT DAYS: \_\_\_\_\_ \*ACCOUNT CODE: 100-101-2130-5110-00

\*REPLACEMENT?  Y /  N    \*LONG TERM SUB?  Y /  N    IF YES, FOR WHOM? FRAN NARAMORE

\*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

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> *Position: _____ Daily Hours and FTE _____ *# of Days/Week _____ (Specify days if &lt; 5 per week) *Current Rate of Pay _____ Hourly or Salary (Circle)</p>	<p><b>*NEW:</b> *Position: _____ Daily Hours and FTE _____ *# of Days/Week _____ (Specify days if &lt; 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>Christopher Hennersey</u> *Approving Signature Principal/Administrator</p>	<p><u>APRIL 29, 2019</u> *Date</p>
<p><u>[Signature]</u> *BSU Approval Signature</p>	<p><u>5/7/19</u> *Date</p>

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

# Wendy Wegner

105 Hill St Barre, Vermont 05641-3940  
6036178528 [wendyawegner@gmail.com](mailto:wendyawegner@gmail.com)

## Education

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### Norwich University

Northfield, Vermont  
Bachelor of Science

**Major:** Nursing

**GPA:** 3.180

**Credit Hours:** 126

Attended August 2010 to May 2014

Degree conferred May 2014

### Transcript

(1.4MB)

## Experience

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### Central Vermont Medical Center

Apr 2015 - Present

Staff RN

Berlin, VT

Provide skilled nursing care and build relationships with families and children seeking routine and urgent medical care. Train new hire nurses for office and medical group practice float pool. Gain valuable experience in communicating with families and children of varying developmental stages. Work toward strengthening my pediatric nursing knowledge and gaining confidence and independence.

**Supervisor:** Sherry Howes (6036178528)

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

Please **do not** contact this employer

### Gifford Medical Center

Jan 2015 - Apr 2015

Float RN

Randolph, VT

Roomed patients in a caring and efficient manner, administered injections with compassion, and triaged calls in the primary care setting. Worked with pediatric, adult, and geriatric patients to optimize their health.

**Reason for leaving:** Accepted new job in Pediatrics specialty.

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

It is **OK** to contact this employer

### Bryant Pond 4-H Camp and Learning Center

Jun 2012 - Oct 2014

Field Teacher

Bryant Pond, ME

Worked one-on-one and in groups with children ages six to eighteen to develop a sense of community and mutual respect within small groups and throughout the entire camp. Developed teamwork and leadership styles within groups and individually.

**Reason for leaving:** Seasonal job.

**Supervisor:** Ron Fournier ((207) 665-2068)

**Experience Type:** Other, Summer

It is **OK** to contact this employer

## ***Student Experience***

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2014, Dartmouth-Hitchcock Medical Center

Senior Practicum, Pediatric Intensive Care Unit

Transitioned from role of student to nurse while performing focused assessments of client needs and working with patients with a variety of disease processes to progress towards transfer or discharge.

2014, Central Vermont Home Health and Hospice

Community Health Practicum

Performed assessments of patients and their living situations while gaining knowledge about the transition from hospital to home.

2013, Fletcher Allen Health Care

Medical-Surgical II Practicum

Received report from night nurses and planned care with the guidance of the co-assigned nurse and clinical faculty. Performed assessments and assisted patients with mobility as part of "mobility is medicine" campaign.

2013, Dartmouth-Hitchcock Medical Center

Maternal Health Practicum

Cared for mother and baby through hospital stay.

2013, Dartmouth-Hitchcock Medical Center

Pediatric Practicum, Children's Hospital at Dartmouth

Performed head-to-toe assessments of pediatric and adolescent patients. Worked with patients and their families to develop plans of care that reflected each patient's condition and developmental stage. Comforted and provided emotional support to patients and families experiencing illness. Administered medications using DHMC's charting system under the supervision of the preceptor.

2012, VA- White River Junction

Medical-Surgical I Practicum

Provided skilled nursing care to a variety of medical patients. Educated patients on medications and procedures.

2012, Fletcher Allen Health Care

Mental Health Practicum

Administered medications using medication administration record and barcode system under the supervision of the preceptor. Learned to communicate with and provided daily care to patients in a variety of mental states.

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 (Section 1) (Section 2) (Section 2) (Section 3)

\*NAME: Jim Willis \*School/Dept. SKS  
 \*EFFECTIVE DATE: July 1, 2019 \*Daytime Phone: \_\_\_\_\_  
 \*POSITION: Teacher \*SUBJECT: Math Interventionist \*GRADE: HS  
(Teacher, Para-Educator, Administrator, Clerical, Cust/Maint, Substitute, Tutor, Other-Specify)

**Section 1: NEW HIRE**

TOTAL YEARS OF EXPERIENCE: 13+ STEP: 13 SALARY PLACEMENT: BA30  
 HOURLY RATE: \_\_\_\_\_ \*HOURS PER DAY: \_\_\_\_\_ DAILY RATE: \_\_\_\_\_ \*DAYS PER YEAR: \_\_\_\_\_  
 SALARY: \$62,063 CONTRACT DAYS: \_\_\_\_\_ \*ACCOUNT CODE: \_\_\_\_\_  
 \*REPLACEMENT? Y  \*LONG TERM SUB? Y / N IF YES, FOR WHOM? NEW POSITION  
 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><b>*CURRENT:</b>                  *Position: _____                  Daily Hours and FTE _____                  *# of Days/Week _____ (Specify days if &lt; 5 per week)                  *Current Rate of Pay _____ Hourly or Salary (Circle)</p>	<p><b>*NEW:</b>                  *Position: _____                  Daily Hours and FTE _____                  *# of Days/Week _____ (Specify days if &lt; 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>5/6/19</u>                  *Date</p>
<p><u>[Signature]</u>                  *BSU Approval Signature</p>	<p><u>5/7/19</u>                  *Date</p>



# James Kenneth Willis

66 Elmwood Ave Barre, Vermont 05641  
207-861-1054 [jim.willis.math.guy@gmail.com](mailto:jim.willis.math.guy@gmail.com)

## Education

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### University of Maine at Machias

Machias, Maine  
Bachelor of Science

**Major:** Education

**GPA:** 2.750

Attended September 1962 to June 1966

Degree conferred June 1966

## Experience

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### Washington Central Supervisory District

Aug 2016 - Present

math support director

East Montpelier, Vermont

I spend the entire school day giving one on one or small group math help to kids that are struggling. I help all levels of math students ranging from algebra 1 through AP statistics. Some kids will come in just to do their homework while others will get help on math they do not understand.

The majority of my time is spent working with kids that need to reassess a proficiency or two they did not meet. I will go over their assessment with them and help them understand where they went wrong. After this I will provide them with practice problems and then reassess them. Because I do the entire process it leaves the classroom teachers free to do their job of teaching. I always work very closely with each teacher.

In addition to the above I also keep records of the kids that come in, their teachers, and the math they need help in. I maintain a spreadsheet so this info is readily available when needed.

**Reason for leaving:** The position is being eliminated next year because of budget stress.

**Supervisor:** Julie Keifer (802-229-0533)

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

It is **OK** to contact this employer

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### MSAD 49

Aug 2004 - Jul 2016

math instructor

Fairfield, Maine

I taught algebra, honors geometry, advanced algebra 2, advanced pre-calculus, AP statistics, SIMMS integrated math all four levels.

**Reason for leaving:** I am retiring from full time teaching, but would like to stay active with kids. I do not seem to be very good at retirement.

**Supervisor:** Mr. Mark Campbell (2074534200)

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

It is **OK** to contact this employer

**Northfield School District**

Aug 1973 - Jul 2004

math instructor

Northfield, Vermont

taught pre-algebra, geometry, algebra 1 and algebra 2, Simms Integrated Math all four levels.

**Reason for leaving:** Retired and relocated to Maine to be closer to son and granddaughter.

**Supervisor:** Elvin Simmons (8024852100)

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

It is **OK** to contact this employer

**MSAD 34**

Aug 1966 - Jun 1973

class room teacher

Belfast, Maine

Taught social studies and math

**Reason for leaving:** Relocate in Vermont

**Supervisor:** Richard Shaw (deceased) (school is closed)

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

It is **OK** to contact this employer

***honors received***

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I have been honored to be the graduation speaker for the 2019 U-32 High School graduation. I was selected by the senior class.

I was chosen as staff person of the year for the school year 2017-2018 at U-32 High School. Received this honor through a school wide vote of both students and teachers.

Three different years I was chosen as the teacher of the year at Lawrence High School in Fairfield, Maine. This was done by a school wide student vote. When a teacher wins the award they are not eligible for it for the next three years. I was honored each year I was eligible.

I coached varsity basketball in Belfast, Maine for five years and in Northfield, Vermont for twenty plus years. In 1989 I was chosen coach of the year for the state of Vermont and selected to coach Vermont's Alhambra team.

I coached boys and girls varsity golf for twenty years in Northfield, Vermont. My teams won a total of four state championships in the 90's.

***Resume***

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James Willis 207-861-1054

66 Elmwood Avenue jim.willis.math.guy@gmail.com

Barre, Vermont 05641

My career objective is to continue to work with young people in mathematics and athletics during my "retirement".

**WORK EXPERIENCE**

2017 – 2019 Full time director of U-32 High School Math Help Center

2017 – 2018 voted staff person of year by students and teachers

2016 Part time at U-32 High School Math Help Table

2016 Started Jim's Tutoring Service to help people ages 8 to 80 years old with mathematics

Lawrence High School, Fairfield, Maine

2004- 2016 math instructor; including SIMMS Integrated Math curriculum; Holt curriculum; grades 9 through 12; Math Discovery curriculum Kendall Hunt

Voted staff person of year by students and teachers on three separate occasions

Northfield Middle/High School, Northfield, Vermont

1973 - 2004 math instructor; including SIMMS Integrated Math curriculum; Saxon curriculum; Holt curriculum; grades 8 through 12

1999 trainer for Northfield High math department in instruction of SIMMS Integrated Mathematics

1992 – 1999 coached girl's basketball

1983 – 2000 coached girls and boys golf (state champions 2000, 2001, 2002)

1973 – 1989 coached boy's basketball (Vermont coach of year 1989)

Belfast Area High School, Belfast, Maine

1966 – 1973 social studies & math instructor

1966 – 1973 coached boy's basketball

## EDUCATION

2013 - 2014 Graduate program U of Maine in mathematics

2001 summer workshop in Best Practices; trained to be a facilitator

1999 enhancing instruction of algebra and geometry using graphing calculator; Bureau of Education and Research

1999 SIMMS implementation summer institute; Bridgewater State College

1995 Graphing calculator summer institute; Ohio State University

1995 Performance based assessment in mathematics classes; Norwich University

1994 Instruction of mathematics through visualization VSMIT

1994 using cooperative learning to strengthen mathematics instruction; Bureau of Education and Research

1962-1966 University of Maine at Machias; B.S. degree in education

#### OTHER

2016 - present volunteer tutor at Central Vermont Adult Basic Education

2013 - 2016 MSAD 49 high school representative on district wide math curriculum committee; Instrumental in adoption of a K - 12 common core aligned math curriculum.

Summers 2006 and 2007 provided teacher training in use of integrated math curriculum and best practices for twenty-seven high schools in Newark New Jersey

Summers 2000 - 2009 provided teacher training in use of integrated math curriculum and best practices for northern New England

February & March 2004 facilitated two integrated math workshops in West Virginia

January 2004 participated in first COMPASS national workshop in San Diego; Only one of two teachers from east of the Mississippi River

October 2003 participated in national seminar for mentoring new teachers in Washington D.C.

October 2002 facilitated national workshop using integrated mathematics for high school math teachers in White Plains New York

April 2002 Facilitated workshop & spoke on integrated math at the NCTM national convention in Las Vegas, Nevada

November 2001 served on NESAC committee for Mount Abraham High School accreditation

March 2001 facilitated math staffs of both Chicopee High schools in integrated math at Chicopee, Ma

February 2001 facilitated math staffs of schools in Nashua New Hampshire in integrated math

November 2000 Facilitated math staffs in integrated math curriculum at Franklin, Ma. And Marlboro, Ma

October 2000 Facilitated workshop at state teachers' convention in integrated math

Public Speaking to audiences about substance abuse and prevention; 15 years

Developed and assisted with peer support group at Northfield High School; duties include: facilitating groups of youths in matters of alcohol abuse, drug abuse, eating disorders,

relationships with family; intense weekend retreats with youth dealing with previously mentioned topics; 15 years

Worked for runaway youth program, Washington County Youth Service; duties included sheltering youth at risk in my family's home 10 years

Worked for office of alcohol and drug abuse program, state of Vermont; duties include education program for drinking and driving offenders (PROJECT CRASH); served both as a large group lecturer and small group facilitator; 1985 to 2003

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

\*NAME: Charlotte Baribault      \*School/Dept. BCEMS  
 \*EFFECTIVE DATE: 7-1-2019      \*Daytime Phone: 272-3172  
 \*POSITION: K-Teacher      \*SUBJECT: All      \*GRADE: Kindergarten  
(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: 5      STEP: 6      SALARY PLACEMENT: MA  
 HOURLY RATE: \_\_\_\_\_ \*HOURS PER DAY: \_\_\_\_\_ DAILY RATE: \_\_\_\_\_ \*DAYS PER YEAR: \_\_\_\_\_  
 SALARY: \$2,198      CONTRACT DAYS: \_\_\_\_\_ \*ACCOUNT CODE: 100-101-1100-5110-00  
 \*REPLACEMENT? Y/N      \*LONG TERM SUB? Y/N      IF YES, FOR WHOM? Kim Tewksbury  
 \*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

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

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<p><u>[Signature]</u>                  *BSU Approval Signature</p>	<p><u>5/6/19</u>                  *Date</p>

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

# Charlotte Michelle Baribault

24 Middletown Ave Wethersfield, Connecticut 06109  
8022723172 [charlotte.ausmann@gmail.com](mailto:charlotte.ausmann@gmail.com)

## Education

---

### **University of Saint Joseph**

West Hartford, Connecticut  
Master of Arts

**Major:** Special Education

**GPA:** 4.000

Attended March 2016 to March 2018

Degree conferred May 2018

[Transcript](#)

(39KB)

### **Lyndon State College**

Lyndonville, Vermont

Bachelor of Science

**Major:** Elementary Education, **Minor:** Liberal Studies

**GPA:** 3.200

Attended September 2006 to August 2010

### **Spaulding High School**

Barre, Vermont

Attended August 2002 to June 2006

Degree conferred June 2006

## Experience

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### **West Hill Elementary**

Kindergarten Teacher

Rocky Hill, Connecticut

I was most recently employed as a kindergarten teacher at West Hill Elementary in Rocky Hill, Connecticut. During the past six years at West Hill I have grown as an educator. I have worked cooperatively with a number of people in the building including the literacy coach, special education teachers, occupational therapists, school counselor, school psychologist, and other members on my team. I have had opportunities to go to workshops in New York City and work alongside some of the best educators in the state. I have knowledge of how to implement Reader's Workshop, Writer's Workshop, Handwriting by Zaner-Bloser, Words Their Way, MyMath, and Bridges. While I am familiar and comfortable teaching the listed curriculum's I would be willing to learn and teach new curriculum's as well!

Aug 2014 - Present

**Reason for leaving:** My husband and I are relocating back to Vermont to raise our daughter and be closer to family.

**Supervisor:** Scott Nozik ((860) 258-7761)

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

It is **OK** to contact this employer

### **West Hill Elementary**

Building Substitute

Oct 2013 - Jun 2014

Rocky Hill, CT

Responsibilities included: substitute teaching in grades pre-k (Bright Beginnings) through 5th grade. I would assume the role as the classroom teacher while he/she was out of the room. I was responsible for implementing lesson plans and any behavior plans (filling in goal charts for a student, ect.).

**Reason for leaving:** Seeking a full-time teaching position.

**Supervisor:** Scott Nozik ((860) 258-7761)

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

It is **OK** to contact this employer

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**West Hill Elementary**

Feb 2014 - Mar 2014

CMT Academy Teacher

Rocky Hill, CT

I taught the 5th grade math CMT Academy course. I was responsible for implementing lessons that would help the students succeed on their CMT test. First I had to assess where the students were academically and then focus on specific lessons that would be helpful to the class.

**Reason for leaving:** Program ended.

**Supervisor:** Scott Nozik ((860) 258-7761)

**Experience Type:** Public School, Part-time

It is **OK** to contact this employer

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**Barre City Elementary and Middle School**

May 2013 - Jun 2013

1st Grade Long Term Substitute Teacher

Barre, VT

I was the lead teacher while the first grade teacher was out on maternity leave. I was responsible for the day to day tasks in a classroom including: grading, planning, organizing, lesson preparation. I was responsible for continuing the behavior plan set in place. I administered end of year assessments including the POA and DSA tests. I was expected to attend all IEP and EST meetings.

**Reason for leaving:** Relocated to Connecticut.

**Supervisor:** James Taffel ((802) 476-6541)

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

It is **OK** to contact this employer

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**Barre City Elementary and Middle School**

Aug 2012 - May 2013

Behavior Interventionist

Barre, VT

Working in an alternative kindergarten classroom helping the lead teacher with behavioral issues. Providing instruction in small group settings. Substituting for the lead teacher when she is out.

**Reason for leaving:** Left for a 1st grade long term substitute teaching position.

**Supervisor:** Abby Smith ((802) 476-6541)

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

It is **OK** to contact this employer

---

**Barre City Elementary and Middle School**

Jul 2012 - Aug 2012

ESY Instructor

Barre, VT



I worked with 1st grade students and 4th grade students. I was fulfilling the added requirements of their IEP's. I worked with these students on reading, writing, and math skills.

**Supervisor:** Andrea Wasson ((802) 476-6541)

**Experience Type:** Public School, Summer

It is **OK** to contact this employer

---

**YMCA of Greater Burlington**

Nov 2011 - Jun 2012

Afterschool Assistant

Barre Town, VT

Created activities and lessons for the YMCA after school program. Planned activities that included art projects, gym games, outdoor activities, "read alouds." Worked after school and during vacation camps with kids aging in range from 5 to 12.

**Reason for leaving:** Seeking full-time teaching position.

**Supervisor:** Caleb Dufrense ((802) 249-0436)

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

It is **OK** to contact this employer

---

**Barre City Elemenetary and Middle School**

Aug 2011 - Jun 2012

Library Para Educator

Barre, VT

**Reason for leaving:** Seeking full-time classroom teaching position.

**Supervisor:** Stephanie McMahon ((802) 476-6541)

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

It is **OK** to contact this employer

---

**Group Dynamic Inc.**

Mar 2011 - Aug 2011

Customer Service Representative

Falmouth, ME

Managed John Deere medical credit accounts as part of a third party administration. Entered and audited claims. Imported and posted claims for reimbursement. In charge of retiree email and file information. Corresponded with John Deere retiree's daily

**Reason for leaving:** Seeking full-time teaching position.

**Supervisor:** Mary Sue Tibbits (207-781-8800)

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

It is **OK** to contact this employer

---

**Bond Auto Parts**

May 2007 - Mar 2011

Marketing Assistant

Barre, VT

Assisted in all areas of marketing including: weekly packets, price updating, plan-o-gram updating, MC2 updating, rewards program. Helped planned racing events and customer appreciation events. Worked in Human Resources, tasks included: inputting new employees into the system, background checks, uniforms, special clothing orders, scanning and filing. Separated daily security bags.

**Reason for leaving:** Moving to Maine.

**Supervisor:** Mark Mast (802-479-0571)

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

It is **OK** to contact this employer

---

**Danville Elementary**

Aug 2009 - Dec 2009

Student Teacher

Danville, VT

I was a student teacher at Danville Elementary. I helped support the teacher in every aspect of the classroom. I was in charge of multiple units and lessons.

**Reason for leaving:** Semester ending.

**Supervisor:** Lisa Sedore ((802) 684-3651)

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

It is **OK** to contact this employer

**BARRE SUPERVISORY UNION  
NOTIFICATION OF EMPLOYMENT STATUS**

MAY 3 2019

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: Neil Kelly \*School/Dept. Barre Town  
 \*EFFECTIVE DATE: Aug 1, 2019 \*Daytime Phone: (802) 825-8091  
 \*POSITION: Teacher \*SUBJECT: Sci (General) \*GRADE: 5  
(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 15  
 HOURLY RATE: \_\_\_\_\_ \*HOURS PER DAY: \_\_\_\_\_ DAILY RATE: \_\_\_\_\_ \*DAYS PER YEAR: \_\_\_\_\_ 1.0 FTE  
 SALARY: ~~\$44,115~~ \$45,111 CONTRACT DAYS: \_\_\_\_\_ \*ACCOUNT CODE: \_\_\_\_\_  
 \*REPLACEMENT?  \*LONG TERM SUB? Y  IF YES, FOR WHOM? Sherri Allen \$44,057  
 \*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

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: _____                  Daily Hours and FTE _____                  *# of Days/Week _____ (Specify days if &lt; 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 &lt; 5 per week)                  *New Rate of Pay _____ Hourly or Salary (Circle One)</p>
--	--

**Section 3: TERMINATION/RESIGNATION**

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

<p><u>[Signature]</u>                  *Approving Signature Principal/Administrator</p>	<p><u>5/1/2019</u>                  *Date</p>
<p><u>[Signature]</u>                  *BSU Approval Signature</p>	<p><u>5/8/19</u>                  *Date</p>

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

# Neil Kelly

62 Washington Road, P.O. Box 382 East Barre, Vermont 05649  
8028258091 [neil857@gmail.com](mailto:neil857@gmail.com)

## Education

---

### **University of Vermont**

Burlington, Vermont

Bachelor of Education

**Major:** Middle Level Education

**GPA:** 3.850

**Credit Hours:** 63

Attended January 2015 to May 2016

Degree conferred May 2016

### Transcript

(64KB)

### **Keene State College**

Keene, New Hampshire

Bachelor of Education

**Major:** General Science Education (Certification: Grades 5-9)

**GPA:** 3.400

**Credit Hours:** 88

Attended August 2011 to May 2014

### Transcript

(1.1MB)

### **Southern New Hampshire University**

Manchester, New Hampshire

Master of Education

**Major:** Field-Based Studies

**GPA:** 4.000

**Credit Hours:** 7

Attended June 2018 to Present

### Transcript

(385KB)

## Experience

---

### **Lyndon Town School**

4th Grade Teacher

Lyndonville, VT

Aug 2017 - Present

I am the science teacher for all 4th grade students at Lyndon Town School (each teacher specializes in a different subject - one for math, another reading, and science). I was extended a provisional license through the VT AOE in my first year, which is valid for two year of employment while remaining coursework and competencies are fulfilled in accordance with state requirements. Requirements were completed within first year. Responsibilities for this position included teaching science to the Next Generation Science Standards, Number Corner (a mini math lesson sponsored through Bridges Math curriculum), Writing (through Lucy Calkins writing units of study), and Word Study. Gained experience with proficiency-based grading, PBIS, trauma-informed practices, safety protocols including ALICE, differentiating instruction and instructional materials for IEP's, 504's, and EST plans, etc. Joined the Resiliency Team to become better acquainted with and involved in the measures and practices in becoming trauma-informed. Joined Science Steering Committee to learn from other science educators in the building, impart knowledge around the science and engineering practices gained from participating in Next Generation Science Exemplar course, and develop leadership abilities. Participated in a new staff book study focused on effective PLC's and an action-research opportunity to learn more

Customer Service Agent

Williston, Vt

As a Customer Service Agent (CSA), interaction with the public in both formal and informal settings were the norm. Be it creating, accepting, or modifying shipments, roles included assisting customers with the services available, explaining logistical components of delivery options, researching problems with shipments, problem-solving and brainstorming solutions to suit the needs of the shipper or recipient, and nightly clerical tasks to ensure an orderly operation of the facility to maintain the company brand. Speaking with customers in person, on the phone, and online were performed regularly. Performance reviews and feedback were provided with regularity to enhance career development and assist customers more efficiency.

**Supervisor:** Angel Lane (8004633339)

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

It is **OK** to contact this employer

---

**Jolley Associates**

Jun 2014 - Jul 2015

Cashier/Deli Clerk

Hinesburg, Vt

Performed duties and responsibilities of a cashier, which included providing sound customer service, accepting and processing various means of payment, directing customers to various sections of the store to find a specified product, and adhering to cashing out procedures at the beginning/of a designated shift. Deli responsibilities included making breakfast, lunch, and dinner-based sandwiches, salads, finger foods, and pizzas. Adhering to sanitation standards, meat cutting standards, safety protocols, and prepping procedures were a daily requirement per designated shift working in the deli.

**Supervisor:** Mike Trackim (8024824556)

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

It is **OK** to contact this employer

---

**Keene State College**

Jan 2013 - May 2014

NSTA Treasurer

Keene, Nh

As treasurer of the National Science Teacher's Association - KSC Chapter, duties and responsibilities included regularly meeting with other board members to plan events, "Access" trips to a local after-school program, and discuss budgetary matters. Submitting paperwork, securing money orders, gathering supplies, and assisting the with facilitation of events and programs were performed regularly.

**Reason for leaving:** Left Keene State College. Transferred to University of Vermont, Middle Level Education program.

**Supervisor:** Sally Jean (6033521909)

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

It is **OK** to contact this employer

---

**Eastman Recreation**

Jun 2010 - Aug 2011

Summer Camp Counselor

Grantham, Nh

Summer Camp Counselor for two consecutive summers (June through August) at a summer day camp, ages 6-12. Responsibilities included planning day by day activities for each week, facilitating activities independently and with fellow counselors, life guarding, administering first-aid, communicating regularly with parents/guardians, coordinating and facilitating activities outside of camp hours including a carnival night and an end-of-summer awards ceremony. Activities ranged from arts & crafts to kayaking, hiking,

**University of Vermont (BE)**

Bachelor of Education

[View attached transcript \(64KB\)](#)

**Keene State College (BE)**

Bachelor of Education

[View attached transcript \(1.1MB\)](#)

**Southern New Hampshire University (M.Ed.)**

Master of Education

[View attached transcript \(385KB\)](#)

----- Forwarded message -----

From: **Marie Ritzo** <[MRitzshs@u61.net](mailto:MRitzshs@u61.net)>  
Date: Mon, Oct 22, 2018 at 2:22 PM  
Subject: Leave request  
To: John Pandolfo <[jpandbsu@u61.net](mailto:jpandbsu@u61.net)>

Good afternoon,

Due to the sudden, serious, and on-going illness of my husband, I must request that I use my sick leave/family days from Dec. 5, 2018 through to my last day of employment on January 22, 2019, at which point I am requesting to be released from my contract to retire early.

I am very sorry to have to make these requests and I appreciate your consideration of them.

Sincerely,  
Marie Ritzo

Marie Ritzo  
English Teacher  
Spaulding High School  
155 Ayers Street  
Barre, VT 05641  
802-476-4811 Ext. 2214

--

John Pandolfo  
Superintendent of Schools  
Barre Supervisory Union  
120 Ayers St.  
Barre, VT 05641  
802-476-5011x1017

CONFIDENTIAL COMMUNICATION

The information contained in this communication, including any attachments, is confidential, constitutes privileged communication, and is intended only for the use of the addressee. This message may not be forwarded without prior consent from the sender. The information in this e-mail may also be protected by the rights afforded under Family Educational Rights and Privacy Act (FERPA) and school district policies. Any unauthorized use, forwarding, distribution, disclosure, printing or copying is strictly prohibited and may be unlawful. If you have received this communication in error, please notify us immediately at 802-476-5011 or return e-mail, and delete any copies of this message immediately. Any inadvertent disclosure of this communication shall not compromise the confidential nature of the communication.

# BT - Health Ed (.5 FTE)

NOV 19 2018

11/15/2018

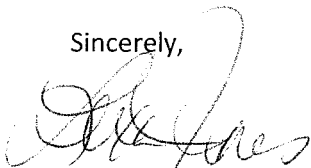
Mr. Pandolfo,

It is with a heavy heart that I am writing this letter. My husband is active duty Army and has been reassigned to report to the 7<sup>th</sup> Army Duty station in Germany on January 7, 2019. With this information, I am writing to inform you that I must resign from my position as the Elementary Health Teacher at Barre Town Elementary as of November 30, 2018.

I have enclosed the Assignment Instructions as proof of his new assignment to provide the necessary documentation for the Service members Civil Relief Act to protect both the SU and me for the early termination of the contract. We had not anticipated the move to be abroad and if it were not, circumstances would have been different.

I have enjoyed my time here at BTMES and adore the staff at this school. Thank you for the opportunities for professional growth these past 3.5 years.

Sincerely,

  
Lexa Jones

  
11/19/18



cvcc - Emg. Serv. Tch

December 6, 2018

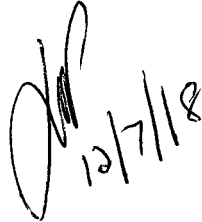
DEC 07 2018

John Pandolfo, Superintendent

Barre Supervisory Union

120 Ayers Street

Barre, Vt. 05641

Handwritten signature and date: 12/17/18

Dear John,

It appears that my medical condition has not improved since my email to you on October 8, 2018 and will not improve in the future. Therefore it is with regret that I submit my resignation as teacher of the Emergency Services Program at Central Vermont Career Center. I have had many jobs over the years, but the last 17 years a classroom teacher was the best.

The last 6 ½ years at the career center have been great. Penny is one most supportive supervisor I have ever worked for and the staff is great. All are dedicated the helping students succeed. I wish them all the best.

Respectfully,

Handwritten signature of Kim M. Richardson

Kim M. Richardson

Cc: Penny Chamberlin

# SHS - Spanish Tch

Spaulding  
High School



155 Ayers Street, Suite 1  
Barre, Vt 05641-4300  
T: (802) 476-4811 F: (802) 479-4535

Luke Aither  
ASSISTANT PRINCIPAL

Brenda Waterhouse  
PRINCIPAL

Jim Ferland  
ASSISTANT PRINCIPAL

12.11.18

*David H. Buzzi*  
12/11/18

Dear Superintendent Pandolfo,

This letter is to inform you of my intent to retire from teaching at Spaulding High School as of the end of this 2018-2019 school year. I will return to this intent by the due date of contracts later on in the spring to fully confirm my retirement decision with you.

Sincerely,

David H. Buzzi

**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 M.Ed., CAGS**  
Director of Curriculum, Instruction, and  
Assessment

**Carol Marold**  
Human Resource Coordinator

**Emmanuel Ajanma**  
Director of Technology

**Benjamin Merrill**  
Communication Specialist

**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.**  
**Stacy Anderson, M.Ed.**  
Co-Directors 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

Rachel Wisdom  
33 Proctor Ave  
So Burlington, VT, 05403

December 21, 2018

Dear Rachel,

The Barre Supervisory Union Board met on December 20, 2018. At that meeting, the board voted unanimously to accept the superintendent's recommendation and dismiss you from your position. The reason for dismissal is stated in the letter from the superintendent to you dated November 20, 2018 and copied to the board chair and clerk.

Sincerely,



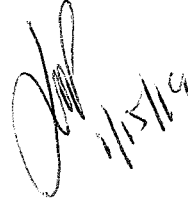
Victoria Pompei  
Barre Supervisory Union Board Clerk

C:

J. Guy Isabelle, Barre SU Board Chair  
John Pandolfo, Superintendent of Schools

January 10, 2019

Barre Town School District School Board  
Barre, Vermont

Handwritten signature and date "1/15/19".

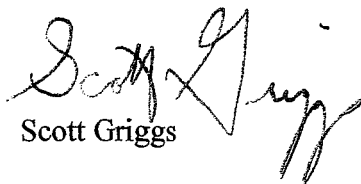
Dear Members of the Board,

It has been an honor to serve the Barre Town community as Co-Principal for the Middle School of Barre Town Middle Elementary School. I appreciate the opportunity to support Barre Town students and to work in a school that garners such strong support alongside a group of faculty, staff, and administrators that make this a special place.

I look forward to continuing this year as we grow together as a school, including in the middle school as we further develop a distributed leadership model and work toward consistent expectations for our students and for each other.

As I continue my third year of service at Barre Town Middle Elementary School and my 21st year at Barre Supervisory Union the time approaches for the next step in my professional life. Please, consider this my resignation from the position of Co-Principal effective June 30, 2019. My thoughts are with this school and greater community in the upcoming year of transition and beyond.

Respectfully submitted,

Handwritten signature of Scott Griggs.  
Scott Griggs

# CVCC - Dual Assess. Coord.

Ruth I. Durkee  
11 Stafford St.  
Barre, VT 05641

January 18, 2019

John Pandolfo, Superintendent  
Penny Chamberlin, Director  
Barre Supervisory Union/  
Central Vermont Career Center  
120 Ayers St.  
Barre, VT 05641

Dear John and Penny:


While Penny and I have talked about my leaving my position at CVCC, please consider this my official letter of resignation. I would request that my last full-time day be Thursday, February 7, 2019.

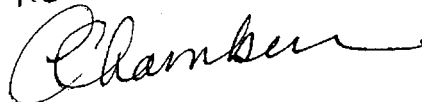
I want to thank you both for the opportunities you have afforded me during my time at CVCC. I have been honored to have the chance to add new things to what CVCC does and to help create changes that provide additional academic opportunities for CVCC students. I have learned so much, and I have so enjoyed working with both students and teachers.

Penny has asked that I continue to support some of the literacy initiatives that are underway. We discussed having me be at CVCC an average of two days per month in March, April, and May. I would be glad to work with Penny to schedule those dates if the two of you agree that is what you would like.

Again, thank you for the chance to work with you. I wish each of you, CVCC, and the BSU the very best.

Sincerely,

  
Ruth Durkee

Rec'd Jan. 22, 2019  




7.1

**Barre City Elementary & Middle School**

Hayden Coon, PK-4 Principal  
Chris Hennessey, 5-8 Principal  
Office (802) 476-6541  
Fax (802) 476-1492

50 Parkside Terrace  
Barre, VT 05641

Pierre Laflamme, PK-8 Assistant Principal  
Counselors (802) 476-7889  
Nurse (802) 479-6920  
Health Office Fax (802) 477-1650

February 18, 2019

FEB 18 2019

Dear Mr. Pandolfo,

I am writing this letter to inform you that I will be retiring from my position as associate school nurse at Barre City Elementary and Middle School as of June 30, 2019. I have enjoyed working at BCEMS, taking care of our students and staff. It has been a pleasure working for you. Thank you again for everything.

Sincerely,

Frances M. Naramore

Cc: Hayden Coon  
Chris Hennessey  
Jackie Tolman

*“Doing Whatever It Takes to Ensure Success for Every Child”*

155 Ayers Street, Suite #2  
Barre, VT 05641

(802)-476-6237 (phone)  
(802)-476-4045 (fax)

www.cvtcc.org



**CENTRAL  
VERMONT  
CAREER  
CENTER**

**"Education that works."**

**CVCC - Asst. Director**

**Penny Chamberlin**  
Director (ext. 1138)

**Jason Derner**  
Assistant Director (ext. 1045)

**Stefanie Seng**  
Guidance Coordinator (ext. 1156)

**Kathi Fuller**  
Student Support (ext. 1258)

**Wayne Tozzi**  
Co-op Coordinator (ext. 1137)



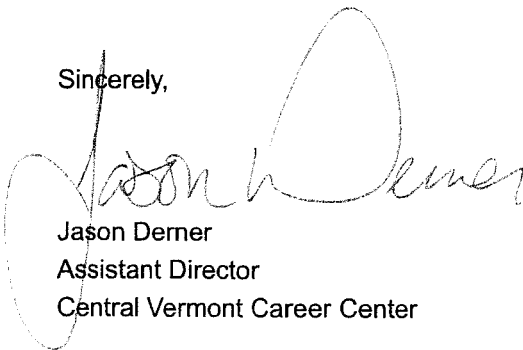
February 21, 2019

Penny Chamberlin, Director  
Central Vermont Career Center  
155 Ayers Street, Suite #2  
Barre, VT 05641

Dear Penny;

I am writing to inform you of my intent to resign my position as Assistant Director of the Central Vermont Career Center effective at the end of my current contract on June 30, 2019. I appreciate the opportunities and experience that I have gained during my three years in this position. I believe in Career and Technical Education and hope that you and the staff continue to be successful in providing excellent educational opportunities for the students in our region.

Sincerely,



Jason Derner  
Assistant Director  
Central Vermont Career Center

CC. John Pandolfo



**CENTRAL VERMONT CAREER CENTER**

(802) - 476 - 6237

BCEMS - Teacher Gr. 3

**Mary Tucker Hull**  
1 Pond Street, Barre, VT 05641

---

March 19, 2019

John Pandolfo  
Superintendent  
Barre Supervisory Union  
Ayers Street  
Barre, VT 05641

Dear Mr. Pandolfo:

Please accept my resignation from my teaching position at Barre City School at the end of the 2018-2019 school year.

My students and colleagues have given me great pleasure over the years, and the administration has been very supportive during my time with the school district.

Sincerely,

*Mary Hull*

*JP*  
3/19/19

Mary Hull



# SHS - Nurse

Lola M. Noyes, RN

3342 Moretown Common Road

Moretown, VT 05660

Tel: 802-223-9696

**MAR 27 2019**

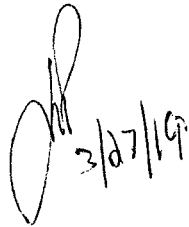
Ms. Brenda Waterhouse, Principal

Spaulding High School

155 Ayers Street

Barre, VT 05641

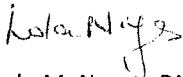
March 26, 2019



Dear Ms. Waterhouse:

It is with mixed emotions that I write this note to formally notify you of my intent to retire at the end of this school year. It has been a pleasure to serve this campus for the past twenty-one years of my thirty eight years of nursing. It doesn't seem possible that it has been that long and I have always enjoyed my time here with our students. My in-laws are aging with some serious health issues and I will appreciate the ability to assist with their care along with my seven grandchildren on days when they are sick too. I will be happy to assist the individual who replaces me to ensure as smooth a transition as possible for those students on 504 and Individual Health Care Plans.

Sincerely,



Lola M. Noyes, RN

School Nurse

Cc: John Pandolfo, Superintendent

# BT - Teacher Gr. 4

89 Richardson Road  
Barre, VT 05641

April 3, 2019

John Pandolfo, Superintendent  
Barre Supervisory Union  
120 Ayers Street  
Barre, VT 05641

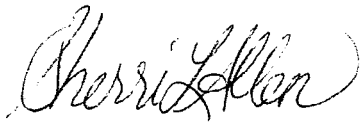
Handwritten signature and date "4/3/19".

Dear Mr. Pandolfo,

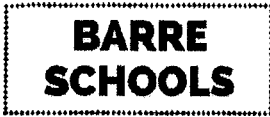
After extensive deliberation, I have decided that it is in the best interest of my family that I elect not to renew my teaching contract for the 2019-2020 school year. Please accept this as my formal letter of resignation.

It has been an honor to be a part of the BTMES community. I will treasure my time spent with the many students, families, and staff that I have been privileged to work with in various capacities throughout the past four years. I truly appreciate having had this opportunity.

Sincerely,

Handwritten signature of Sherri L. Allen.

Sherri L. Allen



BT - Spec. Ed. K  
Donald McMahon <dmcmabsu@u61.net>

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(no subject)

---

Brittany Tremblay <btrembte@u61.net>

Tue, Apr 9, 2019 at 8:21 AM

To: Donald McMahon <dmcmabsu@u61.net>, John Pandolfo <jpandbsu@u61.net>

April 7, 2019

Dear John & Don,

Please accept this letter as formal notification that I am resigning from my position as the Kindergarten Special Educator at Barre Town School. I will not be returning for the 2019-2020 school year.

Thank you so much for the opportunity to work in this position for the past seven years. I've greatly enjoyed and appreciated the opportunities I've had to support students and families. Unfortunately, at this time it is financially best for our family that I stay home with our son. I would be honored to rejoin the Barre Town family in a few years.

I'll do everything possible to wrap up my duties and train other team members as needed. Also know that I am willing to come and substitute or help with services or testing as needed and am happy to help in any way that I can. Please let me know if there's anything else I can do to help during this transition.

Sincerely,

Brittany Tremblay

# BT - Teacher ELA

April 9, 2019



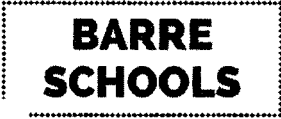
Dear John Pandolfo and Jennifer Nye,

I am writing to you both to inform you that I will not be returning to teach at Barre Town Middle and Elementary School for the 2019-2020 school year. I have been accepted into a graduate program at Boston University and will be attending full-time. Over the past three years, I have fully enjoyed my time at BTMES and have gained a tremendous amount of experience that will continue to influence my future teaching career. I thank you both for the support you have provided over the past three years.

Warmest Regards,  
Holly Palmer

# BC - Reading Interv.

Linda Papineau <lpapibsu@u61.net>



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## RE: Official notice of retirement

2 messages

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**Kim Portalupi** <kportbce@u61.net>

To: lpapibsu@u61.net

Wed, Apr 10, 2019 at 2:42 PM

Superintendent Pandolfo,

A handwritten signature in black ink, appearing to read "Kim Portalupi", with the date "4/10/19" written below it.

Please consider this e-mail my official notice of retirement effective at the end of the 2018/2019 school year.

Kimalie Portalupi

---

**Linda Papineau** <lpapibsu@u61.net>

To: Tina Gilbert <tgilbbsu@u61.net>, Hayden Coon <hcoonbce@u61.net>

Wed, Apr 10, 2019 at 2:49 PM

[Quoted text hidden]

--  
Linda Papineau  
Administrative Assistant  
Barre Supervisory Union

# BC - Librarian

Stephanie McMahan  
BCEMS PreK-8 Library/Media Specialist

APR 10 2019

July 1, 2019

John Pandolfo  
Superintendent  
U61  
120 Ayer St.  
Barre, VT 05641



Dear John:

This letter is my official notification to let you know that I plan to retire as of July 1, 2019. My last day of work at will be June 30.

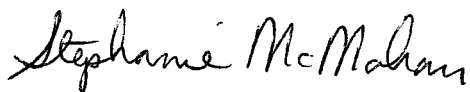
I am excited about my impending retirement but wanted to take this opportunity to thank you for all of the opportunities that I have experienced working for Barre City Elementary and Middle School. I have genuinely enjoyed my employment as a PreK-8 Library/Media Specialist and will miss you and my coworkers when my retirement day comes.

Please let me know what I can do to help you with the transition of my work to another employee. I plan to work right up until my retirement date and will be happy to help you make a smooth transition.

Again, I have truly enjoyed working at BCEMS and will miss my coworkers and our workplace a great deal. I could not have asked for more caring and supportive people. I wish all of you nothing but the best for the future.

Please feel free to contact me if you need additional information. I will be meeting with HR shortly to finalize the details of my retirement, learn about any benefits that extend beyond retirement, and identify any assistance that I can provide in transitioning my job to another employee.

Sincerely,



07-10-19

Stephanie McMahan

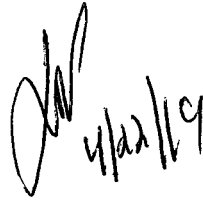
CC: Hayden Coon; Chris Hennessey

# BSU - Adm. Asst. Spec. Serv.

Pamela Wark  
22 Dagmont Ave.  
Barre, VT 05641

Date: April 12, 2019

John Pandolfo, Superintendent  
Barre Supervisory Union  
120 Ayers Street  
Barre, VT 05641



Dear John,

This letter is my official notification to you and to my Administrators that my last day of work at Barre Supervisory Union will be May 17, 2019. On that day, I plan to retire.

I have truly enjoyed working at Barre Supervisory Union for 32 years. I have worked for many administrators in so, the job has changed many times. I loved that about my job. Change and learning new things was fun for me.

My concern is losing all the friendships. My workday always had at least one special moment with staff.

Not knowing if you will re-hire for my exact position, a Desk Procedure Manual is on my desk if needed.

Thanks for all,



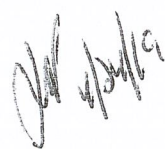
Pam Wark

CC: Don McMahon, Sandra Cameron, Lauren May, Stacy Anderson, Carol Marold

Forwarded message -----  
From: **Nicole Disher** <ndishbce@u61.net>  
Date: Mon, Apr 15, 2019 at 1:11 PM  
Subject: resignation  
To: John Pandolfo <jpandbsu@u61.net>  
Cc: Hayden Coon <hcoonbce@u61.net>

## BC - Teacher PE

John Pandolfo  
12 Ayers St  
Barre, VT 05641



Dear Mr. Pandolfo

Please accept my resignation from the position as a pre-k through fourth grade Physical Educator at Barre City Elementary and Middle School effective at the end of the 2018-19 school year.

This was not an easy decision to make on my part. The past 9 years have been very enjoyable and rewarding. I greatly appreciate the opportunities Barre City has offered both professionally and personally. I am especially grateful for Barre City accommodating and welcoming me back as a part time educator after my children were born. This accommodation gave me precious time with my new family while still pursuing professional goals. Although I will sincerely miss this position, my colleagues and the school community, in the past year I have found it difficult to meet the needs and challenges of our student population while being part-time.

Teaching at Barre City Elementary and Middle School has been a genuine pleasure and has provided me with valuable experiences and professional relationships. Thank you for the many enjoyable years.

Sincerely,

Nicole Disher

—  
Hayden Coon

Elementary Principal  
Barre City Elementary and Middle School  
50 Parkside Terrace  
Barre VT 05641

802-476-6541



**BARRE  
SCHOOLS****BT - Gr. 7 Teacher ELA**

John Pandolfo &lt;jpandbsu@u61.net&gt;

**Re: Long Shot Inquiry**

1 message

**John Pandolfo** <jpandbsu@u61.net>

Mon, Apr 22, 2019 at 1:18 PM

**To: Ashley McIntyre** <amcinbte@u61.net>

Hi Ashley,

Thank you for your email. I respect and appreciate your explanation and request. With that said, I cannot justify a leave of absence based on your circumstances. I will accept your email and the fact that you have not returned your letter of intent as your notice of resignation (unless you would send an additional notice).

Ashley, I thank you for your time at Barre Town School, and for what you have done for our children and families. I wish you all the luck in your future, and remain hopeful that you will have the opportunity to return to Barre someday.

Sincerely,  
John Pandolfo  
Superintendent of Schools  
Barre Supervisory Union  
120 Ayers St.  
Barre, VT 05641  
802-476-5011x1017



4/22/19

On Thu, Apr 11, 2019 at 9:15 AM Ashley McIntyre <amcinbte@u61.net> wrote:

Good morning John, I am writing to express my intentions for the next year, and going out on a limb to make a request. First I want to say that I have felt nothing but welcome since arriving here at BTMES. In my 12 years of teaching, I can honestly say that this place truly exemplifies what it means to be a community that has the same mission in mind- kids first. I love coming to work each day and simply adore my students. While all of these things are true, I have to state that this upcoming school year I will not be able to return due to the new role my husband has at his business. Over the next year he will be in charge of leadership development training for all of the folks in his company and will require extensive travel. With that, I will be needed at home and on the road, to care for our one year old boy. This all came to the surface in the last week and I have spoken to both Karen Heath and Scott about this change. In my meeting, Scott shared with me the master agreement, which I was already familiar with. I know my time here has been brief, but I also know that I have a record of staying in my place of employment for the long haul. The circumstances are what they are and I have to do what my family needs. My email is to go out on a limb and see if there is any possibility to make an exception to my situation (again, I know it's a long shot as I am new to the state and district). My ideal situation would be to have a year leave granted and come back the following school year. I know the probability of this being granted is slim, but I have to try and put it out there. I wanted to say thank you for giving me this wonderful opportunity to work for truly one of the best communities. I respect and honor whatever you come back with. Thank you for taking the time to hear me out. Have a wonderful day.

Respectfully,

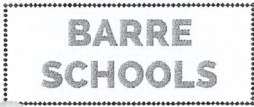
--

Ashley McIntyre  
7th Grade ELA, BTMES

--

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# BT - School Psychologist

Tina Gilbert <tgilbbsu@u61.net>

## Forwarded: Next year

1 message

**John Pandolfo** <jpandbsu@u61.net>  
To: Tina Gilbert <tgilbbsu@u61.net>

Mon, Apr 22, 2019 at 1:27 PM

fyi...

----- Forwarded message -----

From: **John Pandolfo** <jpandbsu@u61.net>  
Date: Mon, Apr 22, 2019 at 12:42 PM  
Subject: Re: Next year  
To: Mariel Adsit <madsibte@u61.net>  
Cc: Leslie Babic <lbabibsu@u61.net>, Carol Marold <cmarobsu@u61.net>

Hi Mariel,

That sounds like a great opportunity for you, and certainly a loss for us. I wish you all the luck in the world!

Thank you for all you have done for us over the past 7 years. I will look for your formal resignation letter after you have a signed contract with CVSD.

Best,  
John

On Wed, Apr 17, 2019 at 3:30 PM Mariel Adsit <madsibte@u61.net> wrote:

Hello John,

I am writing with very mixed emotions to let you know that today, I got a job offer from Champlain Valley School District as a full-time school psychologist. It is not official yet, as the next board meeting is on May 7th. However, they are requesting new hire paperwork to be initiated. I wanted to share this news as soon as possible, so that you can begin your search. I am so grateful for all of the opportunities and support I have received from you and from the greater Barre SU community over the past 7 years--this is a very hard change for me, but best for my family in the long run. As you granted, I have a contract extension through the 30th, but I will not be signing. Please let me know what else I need to do, or any questions you may have.

Best,  
Mariel

--  
**Mariel Adsit, M.A.**  
**Vermont Licensed School Psychologist**  
**School Psychologist, Barre Town Middle and Elementary School**  
madsibte@u61.net (802) 476 - 6617 ext. 6187

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--  
John Pandolfo  
Superintendent of Schools  
Barre Supervisory Union  
120 Ayers St.  
Barre, VT 05641  
802-476-5011x1017

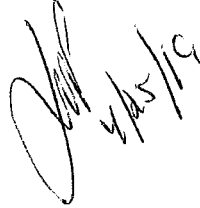
CONFIDENTIAL COMMUNICATION

# SHS - School Psychologist

Dorothy Unkles, MS, CAGS, ABSNP  
PO Box 894  
Bradford, Vermont 05033

John Pandolfo  
Superintendent of Schools  
Barre Unified School District  
120 Ayers Street  
Barre, Vermont 05641

APR 24 2019



Dear Mr. Pandolfo:

I am writing this letter to inform you of my intent not to return to the Barre School District. I have great respect and admiration for the staff, and I am impressed with what they do with limited resources. I have decided to devote more time to my private practice next year.

I wish everyone in the Barre School District the very best next year and into the future.

Sincerely,



Dorothy Unkles, MS, CAGS, ABSNP  
School Psychologist Vermont & New Hampshire



**BARRE  
SCHOOLS**

**BT - Spec. Educator**

John Pandolfo <jpandbsu@u61.net>

**Re: 15 day extension request**

1 message

**Molly Ciecierski** <mciecbte@u61.net>

Fri, Apr 26, 2019 at 9:35 AM

To: John Pandolfo <jpandbsu@u61.net>

Cc: Scott Griggs <sgrigbte@u61.net>, Donald McMahon <dmcmbabsu@u61.net>, Tina Gilbert <tgilbbsu@u61.net>

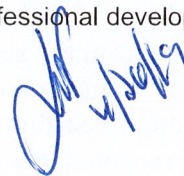
Good Morning John, Don, and Scott,

This decision hasn't been easy. I am writing to inform you of my resignation at the end of the 2018/2019 school year. With two amazing sons under the ages of three, working closer to home will allow me to have more time with them (and my husband) as they continue to thrive.

The Barre Supervisory Union has provided me with a great deal of professional development to further my teaching/special education skills that I am very thankful for.

Sincerely,

Molly Ciecierski



On Fri, Apr 12, 2019 at 9:57 AM John Pandolfo <jpandbsu@u61.net> wrote:

Dear Molly,

Per Article 4.1 of the Master Agreement, I am granting your request for an extension to the April 15 return date. I am granting a 15 day extension as defined in the article, putting your extended return date at April 30.

Thank you,  
John Pandolfo  
Superintendent of Schools  
Barre Supervisory Union  
120 Ayers St.  
Barre, VT 05641  
802-476-5011x1017

On Fri, Apr 12, 2019 at 9:47 AM Molly Ciecierski <mciecbte@u61.net> wrote:

Good Morning John,

I am requesting a 15 day extension to the letter of intent contract.

Thank you,

Molly Ciecierski

--

Molly Ciecierski  
Barre Town School  
5/6 Learning Specialist  
476-6617 x5221

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# BC - Teacher

John Pandolfo <jpandbsu@u61.net>

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## position

1 message

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**Stephanie Appleton** <sapplbce@u61.net>  
To: John Pandolfo <jpandbsu@u61.net>  
Cc: Hayden Coon <hcoonbce@u61.net>

Fri, Apr 26, 2019 at 12:25 PM

A handwritten signature in black ink, appearing to read "John Pandolfo", with the date "4/26/19" written below it.

Hi John,

I am writing to inform you that I have accepted a position at the Hardwick Elementary School for next year. The school is 10 minutes from my home and I will gain 5 hours of my own time each week due to the shorter commute. A part of me is so sad to say goodbye to the Barre community in which I have worked for 15 years. I want to thank you for all of your support through the years especially while I was getting my Masters! I will certainly miss the wonderful staff here as well as the many wonderful students and families. I have learned so much from teaching in this community and I am proud to take these skills with me to support a smaller school. Thank you for the foundation that has enabled me to grow so much in my career. I wish you all the best in the years ahead.

Kindly,  
Stephanie Appleton



# BC - Spec. Educator

John Pandolfo <jpandbsu@u61.net>

## Letter of Intent

1 message

**Holly Haggerty** <hhaggbce@u61.net>

Fri, Apr 26, 2019 at 2:48 PM

To: John Pandolfo <jpandbsu@u61.net>, Stacy Ferland <sandebce@u61.net>

Hello John,

I wanted to write to let you know that unfortunately I will not be signing my letter of intent this year. I have been offered and accepted a position in a different school district closer to home.

--

Holly Haggerty, M.Ed.  
Early Childhood Special Educator

A handwritten signature in black ink, appearing to be "John Pandolfo", with the date "4/26/19" written below it.

Barre City Elementary and Middle School  
50 Parkside Terrace  
Barre, VT 05641  
802-476-6541

# Spaulding High School



## SHS - English Teacher

155 Ayers Street, Suite 1  
Barre, Vt 05641-4300  
T: (802) 476-4811 F: (802) 479-4535

Luke Aither  
ASSISTANT PRINCIPAL

Brenda Waterhouse  
PRINCIPAL

Jim Ferland  
ASSISTANT PRINCIPAL

April 30, 2019

John Pandolfo, Superintendent  
120 Ayers Street  
Barre, VT 05641

Dear Mr. Pandolfo,

Please accept this letter as notice of my resignation from my position as an English teacher at Spaulding High School as of June 30, 2019.

I cannot adequately explain in words how much my time at Spaulding means to me. Each year brought a new challenge and, most importantly, a new joy. My appreciation for you, my administrators, my colleagues, and my students is endless. Thank you so much for providing me with the time and support to grow as an educator and as a person.

I will guide my students toward success until the end of the school year (and hopefully beyond). Additionally, I will support my colleagues in the English department with the transition. Please let me know what further steps or duties must be completed before my departure. I plan to stay in touch with you and this lovely community. Thank you again for all the support.

Best wishes,

Caitlyn Bryant, English Teacher  
Spaulding High School

## SHS - Spec. Educator

From: Penny Cahill <[pcahishs@u61.net](mailto:pcahishs@u61.net)>

Date: Wed, May 1, 2019 at 2:27 PM

Subject: Not working this summer

To: Katie Jankowski <[kjankshs@u61.net](mailto:kjankshs@u61.net)>, Hayley Fitzgerald <[hfitzshs@u61.net](mailto:hfitzshs@u61.net)>, Lindsay Peterson <[LPeteshs@u61.net](mailto:LPeteshs@u61.net)>, Jayson Capobianco <[jcaposhs@u61.net](mailto:jcaposhs@u61.net)>, Jessica Kulis <[jkulishs@u61.net](mailto:jkulishs@u61.net)>, Brenda Waterhouse <[BWateshs@u61.net](mailto:BWateshs@u61.net)>, Luke Aither <[laithshs@u61.net](mailto:laithshs@u61.net)>

 5/2/19

Hi Katie and Hayley -

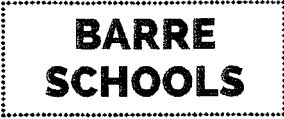
I am so sorry but I have decided not to come back to Spaulding after June 21st, 2019 and this includes the one week I would have been teaching this summer. After the planning Room 14 meeting last night I was very hurt and do not feel comfortable continuing my employment after June 21,2019. Thank you everyone for your support it is very much appreciated.

--

Penny Cahill  
Special Educator  
Spaulding High School  
155 Ayers Street  
Barre, VT 05641  
(802) 476-4811 \*2014

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# BT - Spec. Educator

John Pandolfo <jpandbsu@u61.net>

(no subject)

1 message

Janet Allen <jallebte@u61.net>

Fri, May 3, 2019 at 2:58 PM

To: John Pandolfo <jpandbsu@u61.net>

Cc: Scott Griggs <sgrigbte@u61.net>, Donald McMahon <dmcmabsu@u61.net>

John,  
John Pandolfo, Superintendent  
Barre Supervisory Union

Dear Mr. Pandolfo,

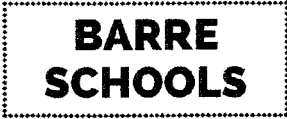
I am hereby tendering my resignation from Barre Town Middle & Elementary School, effective at the end of this contract year (2018-2019).

Barre Town has provided a wealth of rewarding experiences and I will sincerely miss working here.

Sincerely,

Janet E. Allen

--  
CONFIDENTIAL COMMUNICATION



# BC - Teacher

John Pandolfo <jpandbsu@u61.net>

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## Babcock position

1 message

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**Amanda Babcock** <ababcbce@u61.net>

Tue, May 7, 2019 at 7:24 AM

To: Chris Hennessey <chennbce@u61.net>, John Pandolfo <jpandbsu@u61.net>

Good morning, gentlemen,

This is a bittersweet message, to be sure. I would like to formally inform you both that all meetings in Barnet yesterday went forward with positive news for me. Naturally, I am excited by the opportunity to help in the resurrection of my hometown school. That being said, Barre City is not an easy place to leave and it pains me greatly to have to do so.

Barre City Middle School is a special place. My teammates and colleagues are incredible people who have created something amazing, something worth treasuring. I am grateful for the time I have had here and will sorely miss this school.

Thank you,  
Amanda Babcock

A handwritten signature in black ink, followed by the date "5/7/19".

# BT - SLP Teacher

26 George Street  
Montpelier, VT 05602

John Pandolfo  
Superintendent of Schools  
Barre Supervisory Union  
120 Ayers Street  
Barre, VT 05641

MAY 7 2019

May 7, 2019

Dear Mr. Pandolfo,

I am writing to inform you that I am resigning from my position as a Speech-Language Pathologist at the Barre Supervisory Union for the next school year. I will not be returning for the 2019-2020 school year because I have accepted a position at Caledonia Central Supervisory Union.

Sincerely,



Jennifer Cote, MA CCC-SLP  
Speech-Language Pathologist

MAY 9 2019

BT - Teacher

Kyle Dubois

52 Hummingbird Hill Rd. Duxbury, VT 05676 • (802) 595-3957 •  
kyle.dubois@gmail.com

---

May 9, 2019

John Pandolfo  
Superintendent  
Barre Supervisory Union  
120 Ayers St.  
Barre, VT 05641



Dear Superintendent Pandolfo,

Please accept this letter of resignation from my teaching position at Barre Town School, effective June 30th, 2019.

Over the past 8 years I have developed strong ties with students, colleagues, and the Barre Town community. While I hope to maintain these ties to Barre Town, I have decided to accept an opportunity to experience a different teaching setting next year.

It has been a great pleasure to work with the students of Barre Town. I am truly thankful for your support and guidance during my time with the district.

Sincerely,



Kyle Dubois

**Re: letter****John Pandolfo** <[jpandbsu@u61.net](mailto:jpandbsu@u61.net)>

Sat, May 11, 2019 at 12:59 PM

To: Michael McCurdy <[mmccubte@u61.net](mailto:mmccubte@u61.net)>, Tina Gilbert <[tgilbbsu@u61.net](mailto:tgilbbsu@u61.net)>

Thanks for the notice, Moss. I can accept this email as your letter of resignation, or you can send something also if you prefer. We put something in print in the board packet for any teacher leaving.

Please work with Tina to set up a time to come in and meet with me. It will likely be early June at this point.

Best,  
John

On Fri, May 10, 2019 at 14:58 Michael McCurdy <[mmccubte@u61.net](mailto:mmccubte@u61.net)> wrote:

Hi John! Thank you for your response. I will not be returning my letter of intent today. It has been an extremely difficult decision for me to leave BTMES and BSU. I did not see myself wanting to leave here and I have some very mixed emotions. Having known you as a colleague and an administrator, I have appreciated your care and support. I would really like to meet with you sometime before the end of the school year to talk about stuff and say thank you and good bye. Please let me know when/if you might be available to do that. Take care and have a great day!

Sincerely,

Moss McCurdy

On Fri, May 10, 2019 at 6:47 AM John Pandolfo <[jpandbsu@u61.net](mailto:jpandbsu@u61.net)> wrote:

Moss,

I will not grant an additional extension. Your signed letter of intent was due yesterday. If it is not received today by the time the BSU office closes at 4:15pm I will consider that you have declined our offer for employment for next year.  
John

John Pandolfo  
Superintendent of Schools  
Barre Supervisory Union  
[120 Ayers St.](mailto:jpandbsu@u61.net)  
[Barre, VT 05641](mailto:jpandbsu@u61.net)  
802-476-5011x1017

On Thu, May 9, 2019 at 11:23 PM Michael McCurdy <[mmccubte@u61.net](mailto:mmccubte@u61.net)> wrote:

Dear John, I am writing to let you know that I applied for a position with U-32 at the same time that I applied to OSSU. Due to OSSU pay scale being much lower than I had anticipated, I will not sign with them. U-32 originally rejected my application for a job (Anticipated Opening) that I applied for at that time. Then a few weeks ago, they contacted me and asked if I was under contract yet. They asked if I was interested in applying for a different position with the Zenith Program. I interviewed for a position with their alternative program. I am asking for another extension for my letter of intent for the next week or so to see how things play out with U-32. Thank you again for your support.

Moss

--

Michael "Moss" McCurdy  
BTMES  
[70 Websterville Road, Barre, VT 05641](mailto:mmccubte@u61.net)  
802-476-6617 Ext. 5271  
[mmccubte@u61.net](mailto:mmccubte@u61.net)

4/29/2019  
62 policies

BARRE UNIFIED UNION SCHOOL DISTRICT POLICY MANUAL INDEX

SECTION	BUUSD CODE	TITLE	VSBA REQUIRE/RECOMMEND/CONSIDER	BUUSD 1st READ DATE	BUUSD APPROVAL DATE	COMMENTS/ACTION	BSU CODE	BSU APPROVAL DATE
<b>A BOARD OPERATIONS</b>								
	A1	Board Member Conflict of Interest	Required	5/9/2019			B3	11/13/2014
	A22	Non-Discrimination	Recommend	5/9/2019			C6	3/19/2015
	A30	Role and Adoption of School Board Policies	Consider	5/9/2019		Revised for BUUSD Board	A1	
<b>B PERSONNEL</b>								
	B1	Substitute Teachers	Required	5/9/2019			D6	11/17/2016
	B2	Volunteers and Work Study Students	Required	5/9/2019			D7	11/17/2016
	B3	Alcohol & Drug-Free Workplace	Required	5/9/2019			D8	2/5/2015
	B4	Drug & Alcohol Testing: Transportation Employees	Required	5/9/2019			D11	12/11/2014
	B5	Prevention of Employee Harassment	Required	5/9/2019			D12	2/5/2015
	B6	HIPPA Compliance	Required	5/9/2019			D13	12/11/2014
	B7	Tobacco Prohibition	Required	5/9/2019			E8	2/5/2015
	B21	Professional Development	Recommend	5/9/2019			D2	11/12/2015
	B40	Social/Digital/Online Communications for Staff	Does Not Exist				D14	
<b>C STUDENTS</b>								
	C1	Education Records	Required	5/9/2019			F5	11/17/2016
	C2	Student Drugs & Alcohol	Required	5/9/2019			F7	12/15/2016
	C3	Transportation	Required	5/9/2019			F9	3/15/2018
	C4	Limited English Proficiency Students	Required	5/9/2019			F19	11/17/2016
	C5	Firearms	Required	5/9/2019			F21	12/15/2016
	C6	Participation of Home Study Students	Required	5/9/2019			F23	11/17/2016
	C7	Student Attendance	Required	5/9/2019			F25	12/15/2016
	C8	Pupil Privacy Rights	Required	5/9/2019			F27	11/17/2016
	C9	Nutrition And Wellness	Required	5/9/2019			F28	1/19/2017
	C10	Bullying of Students	Required	5/9/2019			F20	1/14/2016
	C10	Model Procedures on the Prevention of Hazing, Harassment and Bullying of Students	Required	5/9/2019			F20-1	1/14/2016
	C11	Student Freedom of Expression in School-Sponsored Media	Required	5/9/2019			F34	1/17/2019
	C20	Student Conduct and Discipline	Recommend	5/9/2019			F1	12/15/2016
	C21	Searches, Seizures, and Interrogation of students by School Personnel	Recommend	5/9/2019			F4	12/21/2017
	C23	Student Clubs & Activities	Recommend	5/9/2019			F33	8/17/2017
	C24	Interscholastic Sports	Recommend	5/9/2019			F12	1/17/2019
	C25	Admission of Non-Resident Tuition Students	Recommend	5/9/2019			F14	1/17/2019
	C27	Student Self-Expression and Student Distribution of Literature	Recommend	5/9/2019			F29	3/21/2019
	C30	Student Medication	Consider	5/9/2019			F6	3/21/2019
	C31	Admission of Resident Students	Consider	5/9/2019			F13	1/17/2019
	C32	Eighteen Year-Old Students	Consider	5/9/2019			F18	3/21/2019
	C33	Student Assessment	Consider	5/9/2019			F22	3/21/2019
	C34	Restraint and Seclusion	Consider	5/9/2019			C23	11/17/2016
	C40	Entrance Age for Admission to Kindergarten	Does Not Exist	5/9/2019			F35	4/11/2019
	C41	Intra-District School Choice and Transfer	Does Not Exist	5/9/2019		New for BUUSD Board	F36	
	C42	Searches, Seizures, and Interrogation of students by Law Enforcement or other Non-School Personnel	Does Not Exist	5/9/2019			F11	12/21/2017
	C43	STI and Pregnancy Prevention Policy	Does Not Exist	5/9/2019			F31	1/18/2018
<b>D INSTRUCTION</b>								
	D1	Proficiency Based Learning	Required	5/9/2019			G20	2/16/2017
	D2	Grade Advancement, Retention, Promotion, and Acceleration of Students	Required	5/9/2019			G9	4/12/2016
	D3	Acceptable Use of Electronic Resources & the Internet	Required	5/9/2019			G11	6/12/2014
	D4	Title I Comparability	Required	5/9/2019			G12	5/8/2014
	D5	Animal Dissection	Required	5/9/2019			G13	11/17/2016
	D6	Class Size	Required	5/9/2019			G14	1/19/2017
	D20	Curriculum Development and Coordination	Recommend	5/9/2019			G1	11/12/2015
	D21	Educational Support System	Recommend	5/9/2019			G7	1/17/2019
	D30	Field Trips	Consider	5/9/2019			G3	1/17/2019
	D31	Selecting Library Materials	Consider	5/9/2019			G4	3/21/2019
	D32	Selection of Instructional Materials and Sensitive Issues	Consider	5/9/2019			G5	3/21/2019
	D40	Special Education	Does Not Exist	5/9/2019			G15	3/24/2016
<b>E NON-INSTRUCTIONAL OPERATIONS</b>								
	E1	Title I, Part A Parental Involvement	Required	5/9/2019			H7	10/8/2015
	E20	Community Use of School Facilities	Recommend	5/9/2019			H3	8/17/2017
	E30	School-Community Relations	Consider	5/9/2019			H30	4/11/2019
<b>F SCHOOL-COMMUNITY RELATIONS</b>								
	F1	Travel Reimbursement Policy	Consider	5/9/2019			E11	10/19/2017
	F20	Fiscal Management & General Financial Accountability	Recommend	5/9/2019			E1	2/11/2016
	F23	Capitalization of Assets	Recommend	5/9/2019			E23	12/21/2017
	F24	Prevention of Conflict of Interest in Procurement	Recommend	5/9/2019			E24	12/21/2017
	F30	Budgeting	Consider	5/9/2019			E2	2/11/2016
	F33	HIV Policy	Consider	5/9/2019			F32	1/18/2018
	F40	Scholarship Awards Policy	Does Not Exist	5/9/2019			E31	12/21/2017
	F41	Video Surveillance Policy	Does Not Exist	5/9/2019			E32	4/11/2019

		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
<b>A</b>	<b>2 Policies</b>	<b>BOARD OPERATIONS</b>				
	A1	Board Member Conflict of Interest	Required	5/9/2019		B3
	A22	Notice of Non-Discrimination	Recommend	5/9/2019		C6
<b>B</b>	<b>8 Policies</b>	<b>PERSONNEL</b>				
	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
<b>C</b>	<b>25 Policies +1</b>	<b>STUDENTS</b>				
	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