

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

5.1 Addition

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

\*NAME: Rhonda Forlow      \*School/Dept. BTNIES      MAY - 1 2019  
\*EFFECTIVE DATE: August 1, 2019      \*Daytime Phone: \_\_\_\_\_  
\*POSITION: Intensive Needs SE      \*SUBJECT: \_\_\_\_\_      \*GRADE: 5-8  
(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: 13\*      STEP: 13      SALARY PLACEMENT: M30  
HOURLY RATE: \_\_\_\_\_ \*HOURS PER DAY: \_\_\_\_\_ DAILY RATE: \_\_\_\_\_ \*DAYS PER YEAR: \_\_\_\_\_  
SALARY: \$67,809      CONTRACT DAYS: \_\_\_\_\_ \*ACCOUNT CODE: 100-211-1200-5110-12  
\*REPLACEMENT? ☒ Y / ☐ N      \*LONG TERM SUB? ☒ Y (☒ N) IF YES, FOR WHOM? Ethan Cook  
\*AOE ENDORSEMENT (TEACHER): ☒ YES or NO      \*CERTIFIED (PARA): ParaPro YES or NO      Rachel wisdom \$67,809 Associates Degree YES or NO  
\*CONTRACT: ☒ YES or NO      \*TIMES SHEET: Pending YES or NO

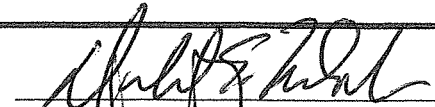
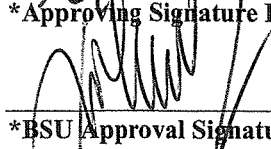
For Central Office Use Only:      Contract Completed \_\_\_\_/\_\_\_\_/\_\_\_\_      Offer Letter Completed \_\_\_\_/\_\_\_\_/\_\_\_\_

**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> *Approving Signature Principal/Administrator</p> <p> *BSU Approval Signature</p>	<p><u>4/29/19</u> *Date</p> <p><u>5/16/19</u> *Date</p>
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**REVERSE SIDE:** Administration Procedure/Checklist for New Hires. All should be completed prior to sending candidate packet over for Superintendent Interview.

**Rhonda L. Forlow, Ed.D.**

1911 Sir Lancelot Circle, St. Cloud, FL 34772

407.892.7999 (H), 407.460.6935 (C)

rhondaforlow@gmail.com

**CERTIFICATION:**

British Columbia, Canada: Professional Certificate of Qualification, L213792

Texas, U.S.A.: Principal EC-12, Special Education EC-12, ESL Generalist EC-12

Pennsylvania, U.S.A.: Principal K-12

Virginia, U.S.A.: Postgraduate Professional - Elementary, Middle, High School Principal;  
Teacher of Mental Retardation, Emotional Disturbance, Specific Learning Disability,  
Preschool – 12

**PROFESSIONAL EXPERIENCE:**

12/17 - 3/18 **DEVELOPMENTAL DISABILITIES ASSOCIATION**, Vancouver, British Columbia

**Client Service Worker**

- Observe and supervise adult-aged clients with disabilities;
- Develop and implement lesson plans based on life skills;
- Provide training and opportunities for clients to work in the community;
- Maintain open communication with family and care providers.

6/15 - 7/16 **TAPESTRY CHRISTIAN PRESCHOOL**, Richmond, British Columbia

**Director of Preschool**

- Observe and supervise teaching staff;
- Develop, implement, and maintain school budget and monthly finances;
- Develop and implement school student recruitment;
- Work on floor as teaching staff as needed;
- Write monthly family newsletters, maintain school website;
- Maintain student enrolment and preschool licensing as per Ministry regulations.

1/11 – 10/12 **INSTITUTE FOR CREATION RESEARCH**, Dallas, Texas

**K-12 Education Specialist**

- Write and develop science curriculum for Christian school teachers and home school parents;
- Write and develop science resources for Christian school teachers and home school parents;
- Present and attend various national and state Christian school and home school conferences;
- Develop a Needs Assessment for area Christian schools;
- Write and monitor a daily science blog.

3/10-1/11 **BURLESON HIGH SCHOOL**, Burleson, Texas

**Special Education Department Chair**

- Responsible for Special Populations TAKs testing;
- Supervise 40+ staff members in duties and responsibilities of special education services;
- Develop and train staff on Special Education issues;
- Develop a Master Schedule for teachers and students;
- Manage and distribute Special Education funds;
- Monitor delivery of services to Special Education students.

- 8/09 – 1/11      **BURLESON HIGH SCHOOL**, Burleson, Texas  
**Licensed Administrative Intern, Grades 9-12**
- Substitute Assistant Principal;
  - Grading Committee member;
  - School Improvement Committee member;
  - Helped to develop Special Education Life Skills curriculum and work ethic rubric;
  - Superintendent's Communication Committee member;
  - Coordinated and supervised student affairs including after school activities/ programs;
  - Implemented and maintained a code of acceptable student behaviour;
  - Assisted principal and teachers in pupil scheduling;
  - Supervised the use of the school and grounds;
  - Met with parent and community groups;
  - Communicated with parents by means of school programs, letters, telephone, and personal contact.
- 8/08 – 01/11      **BURLESON INDEPENDENT SCHOOL DISTRICT**, Burleson, Texas  
**Teacher of Life Skills Students, Grades 9-12**
- Taught basic academic skills and independent living skills;
  - Supervised two teaching assistants;
  - Wrote and implemented Behavioural Intervention Plans;
  - Implemented inclusion of these students in non-academic subjects.
- 5/07      **SEVASADARAM SCHOOL**, Andhra Pradesh, India  
**Administrative and Special Education Consultant, Private**
- Conducted instructional supervision of students and staff;
  - Evaluated the conditions of the school for purposes of benefactors;
  - Provided limited training to the director and staff on working with special education students;
  - Assessed the needs of the home environment for several students;
  - Developed a future plan to continue training and work with faculty, staff, students, and parents of the children.
- 9/06 – 8/08      **SOUDERTON SCHOOL DISTRICT**, Souderton, Pennsylvania  
**Special Education Consultant, Private**
- Met with parents, students, and school personnel to develop appropriate educational programs for special education students;
  - Observed students in home and classroom environments;
  - Provided school personnel with individualized information for each student case;
  - Wrote educational reports and submitted to parents.
- 9/06 – 8/08      **PENN VIEW CHRISTIAN SCHOOL**, Souderton, Pennsylvania  
**Special Education Consultant, Private**
- Met with parents, students, and school personnel to develop appropriate educational accommodations and programs for special education students;
  - Observed students in home and classroom environments;
  - Provided school personnel with individualized information for each student case;
  - Wrote educational reports and submitted to parents.
- 7/00 – 7/02      **ALBEMARLE COUNTY PUBLIC SCHOOLS**, Charlottesville, Virginia  
**Assistant Principal, Mary C. Greer Elementary School**
- Conducted instructional supervision and evaluation of faculty and staff;

- Implemented curriculum and educational objectives;
- Leader of School Improvement Committee;
- Provided leadership in initiating in-service programs and organizational improvements;
- Provided a climate conducive to effective communications;
- Coordinated and supervised student affairs including after school activities/ programs;
- Implemented and maintained a code of acceptable student behaviour;
- Assisted principal and teachers in pupil scheduling;
- Participated in the recruitment, hiring, placement, and evaluation of all staff members;
- Employed substitute employees as needed;
- Supervised the use of the school and grounds;
- Met with parent and community groups;
- Communicated with parents by means of school programs, letters, telephone, and personal contact.

8/98 – 6/00

**ALBEMARLE COUNTY PUBLIC SCHOOLS, Charlottesville, Virginia**

**Coordinator of Special Education/Student Services**

- Responsible for the administrative coordination of special education services at the preschool and elementary school levels;
- Responsible for the administrative coordination and support of special education specialty services in autism, speech/language, occupational therapy, physical therapy, hearing impaired, transportation, and moving up;
- Provided leadership, support and direction to building administrators and teaching staff concerning special education laws, regulations, program development, and best practices;
- Facilitated student placement in programs, assisted in assessments of students and teachers, and assisted with manifestation determination meetings;
- Designed and presented staff development on special education regulations, IEP development, positive behaviour interventions, working with paraprofessionals, and how to work with special needs children;
- Composed and received Adaptive Technology Grant and Grant for the Deaf and Hard of Hearing Professionals;
- Represented Albemarle County Public Schools on interagency teams which included case management services for students placed in private/alternative educational settings and foster-care prevention;
- Provided mediation support for schools and parents dealing with legal issues related to I.D.E.A. and Federal Regulations regarding special education;
- Designed and implemented specialized programs for students with autism;
- Special Education contact person for the Health Advisory Committee, Parent Advisory Committee, Babies Can't Wait Early Intervention Services, and Literacy Task Force.

11/95 – 11/96

**TAZEWELL COUNTY PUBLIC SCHOOLS, Tazewell, Virginia**

**Administrative Intern - Tazewell High School**

- Performed principal and assistant principal duties in absence of building administrator;
- Developed and implemented Crisis Management Plan;
- Developed and implemented Club Schedule;
- Handled discipline of students in lieu of assistant principal;
- Assisted in overseeing BRIDGE program for at-risk students.

7/96

**FAIRFAX COUNTY PUBLIC SCHOOLS, Annandale, Virginia**

**Administrative Intern – Columbia Elementary School**

- Assisted with duties of principal and assistant principal during summer school program;
- Assisted with bus schedules for Non-English speaking students;

- Worked closely with E.S.O.L. students, parents, and teachers.

8/94 – 6/98

**TAZEWELL COUNTY PUBLIC SCHOOLS, Tazewell, Virginia**  
**Teacher of Severely/Profoundly Handicapped and Trainable Mentally**  
**Handicapped Students, Ages 13 – 21**

- Taught basic academic skills and independent living skills;
- Supervised two teaching assistants;
- Implemented inclusion of these students in non-academic subjects;
- Served as Football Cheerleading Coach and Junior Class Sponsor;
- Served on School Improvement Committee;
- Served as member of Superintendent's Council and Tazewell County Transition Team;
- Completed Grant Writing Training, New Laws in Special Education Training, Using Technology with Handicapped Students Training, and State Technology Training.

12/93 – 6/94

**TAZEWELL COUNTY PUBLIC SCHOOLS, Tazewell, Virginia**  
**Teacher of Specific Learning Disabilities Students, Grades 9 – 12**

- Taught all subject areas and monitored special education students in regular education classrooms;
- Served as Senior Class Sponsor;
- Served on School Improvement Committee.

**EDUCATION:**

**UNIVERSITY OF VIRGINIA, Charlottesville, Virginia**  
 Curry School of Education  
 Educational Leadership and Policy Analysis, Administration and Supervision, Ed. D.,  
 January 2002.

**EAST TENNESSEE STATE UNIVERSITY, Johnson City, Tennessee**  
 Educational Leadership and Policy Analysis, M. Ed., June 1997.

**CLINCH VALLEY COLLEGE OF THE UNIVERSITY OF VIRGINIA, Wise, Virginia**  
 Psychology/Sociology, Special Education, B.S., December 1993.

**REFERENCES:**

**Available Upon Request.**

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

\*NAME: Emma Larson \*School/Dept. BCEMS  
\*EFFECTIVE DATE: 7-1-2019 \*Daytime Phone: 522 0137 MAY 8 2019  
\*POSITION: Teacher \*SUBJECT: \_\_\_\_\_ \*GRADE: K  
(Teacher, Para-Educator, Administrator, Clerical, Cust/Maint, Substitute, Tutor, Other-Specify)

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

TOTAL YEARS OF EXPERIENCE: 3 STEP: 4 SALARY PLACEMENT: BA  
HOURLY RATE: \_\_\_\_\_ \*HOURS PER DAY: \_\_\_\_\_ DAILY RATE: \_\_\_\_\_ \*DAYS PER YEAR: \_\_\_\_\_  
SALARY: \$43,195 CONTRACT DAYS: \_\_\_\_\_ \*ACCOUNT CODE: 100 101 1100 5110 00  
\*REPLACEMENT? Y N \*LONG TERM SUB? Y (N) IF YES, FOR WHOM? Mary Hull (internal school)  
\*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


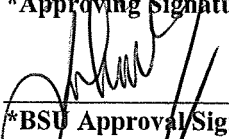
For Central Office Use Only: Contract Completed \_\_\_\_/\_\_\_\_/\_\_\_\_ Offer Letter Completed \_\_\_\_/\_\_\_\_/\_\_\_\_

**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> *Approving Signature Principal/Administrator</p> <p> *BSU Approval Signature</p>	<p><u>5/7/2019</u> *Date</p> <p><u>5/16/19</u> *Date</p>
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**REVERSE SIDE:** Administration Procedure/Checklist for New Hires. All should be completed prior to sending candidate packet over for Superintendent Interview.

## Emma Lamson

98 Cedar Hill Lane #16 Montpelier, Vermont 05602  
8025220137 [elamson21@hotmail.com](mailto:elamson21@hotmail.com)

### Education

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#### Colby-Sawyer College

New London, New Hampshire

Bachelor of Science

**Major:** Early Childhood Education

**GPA:** 3.800

Attended August 2011 to May 2015

Degree conferred May 2015

#### Transcript

(242KB)

### Experience

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#### Hardwick Elementary School

Jul 2016 - Present

Kindergarten Teacher

Hardwick, Vermont

- Lead teacher for a classroom of 11-15 students
- Planned for and instructed all content areas using programs such as Foundations, Handwriting Without Tears, Leveled Literacy Intervention
- Researched and implemented best practices in math instruction
- Served as a member of the PBIS Universal team and followed PBIS protocol for behavior
- Trauma Informed Educator
- Managed the daily routine of the classroom using the Responsive Classroom Approach
- Made sure all students' individual needs were met using MTSS/RTI
- Utilized EST for supporting student needs
- Maintained positive family communication and invited families into the classroom once a month for various projects and activities
- Collaborated with colleagues regularly during PLC time and worked closely with my kindergarten team
- Assessed students using many formal summative assessments including the Phonological Awareness Skills Screener (PASS), Primary Observation Assessment (POA), Fountas and Pinnell Text Level, Primary Numbers and Operations Assessment (PNOA), the Developmental Spelling Assessment (DSA), and the On Demand Writing Prompt (ODWP).
- Served as a cooperating teacher for a Literacy Practicum student from Northern Vermont University for the spring 2019 semester

**Reason for leaving:** Relocation

**Supervisor:** Patrick Pennock ((802) 472-5411)

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

It is OK to contact this employer

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#### REACH!

Sep 2018 - May 2019

After School Program Teacher

Hardwick, VT

In fall of 2018 I led a session once a week for K-2 students about soccer and basketball. In spring of 2019 I led a session once a week for K-1 students about nutrition and fitness. I also led another session once a week for K-2 students about fairytales.

**Reason for leaving:** End of session  
**Supervisor:** Nicole Miller (8024722588)  
**Experience Type:** Public School, After school/Evening  
It is **OK** to contact this employer

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**REACH! Summer Learning Camp**

Jul 2018 - Jul 2018

Summer Learning Camp Teacher  
Wolcott, VT

This was my third year at this Summer Learning Camp for students ranging from incoming first graders to incoming seventh graders. The camp was themed around water, and we conducted many experiments and STEM activities.

**Reason for leaving:** End of summer  
**Supervisor:** Nicole Miller ((802) 472-2536)  
**Experience Type:** Public School, Summer  
It is **OK** to contact this employer

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**Hazen Union High School**

Nov 2016 - Feb 2018

7th Grade Girls Basketball Coach  
Hardwick, Vermont

I was a middle school girl's basketball coach for two seasons.

**Reason for leaving:** End of season  
**Supervisor:** John Sperry ((802) 472-6511)  
**Experience Type:** Other, Part-time  
It is **OK** to contact this employer

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**REACH! Summer Learning Camp**

Aug 2017 - Aug 2017

Summer Learning Camp Teacher  
Wolcott, VT

This was my second summer working for this Summer Learning Camp. This year, the theme was around movies, and my focus was on storytelling, character development, and plot.

**Reason for leaving:** End of summer  
**Supervisor:** Nicole Miller ((802) 472-2536)  
**Experience Type:** Public School, Summer  
It is **OK** to contact this employer

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**REACH! Summer Learning Camp**

Jul 2016 - Aug 2016

Summer Learning Camp Teacher  
Wolcott, VT

I taught at a Summer Learning Camp for students ranging from incoming first graders to incoming seventh graders. The camp was themed around the progression of civilization, and we explored different concepts throughout the month of camp.

**Reason for leaving:** The program ended.  
**Supervisor:** Nicole Miller ((802) 472-2536)  
**Experience Type:** Public School, Summer  
It is **OK** to contact this employer



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**Hardwick Elementary School**

Mar 2016 - Jul 2016

Para Educator

Hardwick, VT

General Para Educator in a Kindergarten classroom.

The head teacher was on maternity leave, so I assisted the substitute teacher. I focused my attention on a single student as part of his behavior plan, however, I was hired as a general para educator.

**Reason for leaving:** I accepted a job as a Kindergarten teacher in the same school.

**Supervisor:** Edie Dunn (802-472-5411)

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

It is **OK** to contact this employer

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**Orange North Supervisory Union**

Jan 2016 - Feb 2016

Substitute Teacher

Orange County

I was substitute teacher for the ONSU school district. Washington Village School was where I was placed, so the principal is listed as my supervisor. I have substituted in grades preschool-fourth grade.

**Reason for leaving:** I accepted a job as a para educator at Hardwick Elementary School.

**Supervisor:** Seth Marineau (802-883-2312)

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

It is **OK** to contact this employer

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**Croydon Village School**

Jan 2015 - Apr 2015

Student Teacher

Croydon, NH

For my student teaching experience, I was placed in the first and second grade combined classroom at Croydon Village School where I spent 40 hours each week. I started the semester as an observer as I learned the classroom, students, and teaching techniques. Then, as the semester progressed, I took over more lessons until I performed the role as lead teacher for three full weeks.

**Reason for leaving:** I had fulfilled requirements for my student teaching internship.

**Supervisor:** Kelly George ((603) 863-2080)

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

It is **OK** to contact this employer

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**Kearsarge Regional Elementary School at New London**

Jan 2014 - Apr 2014

Practicum Student

New London, NH

In this practicum experience, I was placed in the third grade classroom at Kearsarge Regional Elementary School at New London for about five hours each week. This was my first experience in a public school, and my role was to observe as well as interact with the students and the teacher. I also created a unit plan in which we learned about Native Americans through math, science, art, and social studies. I also acquired classroom and behavior management skills as I observed the classroom teacher's strategies.

**Reason for leaving:** I completed the required practicum hours for the class in which I was enrolled.

**Supervisor:** JoAnn Hanson ((603) 526-4737)

**Experience Type:** Student Teaching, Part-time  
It is **OK** to contact this employer

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**Windy Hill School**  
Practicum Student  
New London, NH

Sep 2013 - Apr 2014

I worked in the kindergarten room in our on-campus laboratory school as a practicum student for two consecutive semesters for two different education classes. I was in the classroom for about four hours per week. During this time, I observed, interacted, and planned with the teachers and students there. The instruction at this school is play-based with a mixture of other educational approaches such as Montessori and Reggio. I kept a journal for observations and reflections as well as ideas for activities I could create for the students. In my classes, I was tasked with creating and implementing a of couple lesson plans with the kindergarten students. I was also there as teacher support during lunch and nap times.

**Reason for leaving:** I completed the required amount of practicum hours for the classes I was enrolled in.

**Supervisor:** Janet Bauer (603-526-3695)

**Experience Type:** Student Teaching, Part-time  
It is **OK** to contact this employer

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**New London Early Learning Center**  
Practicum Student  
New London, NH

Jan 2013 - Apr 2013

I was placed in the toddler room for the spring semester of my sophomore year of college as my first practicum experience. I spent four hours a week with the toddlers engaging in play-based learning. I spent most of my time on the floor at their level reading books and playing with toys with the toddlers. During lunch, I would sit at the table and help feed some of the younger children and help supervise the others. Sometimes when there were only a couple children, the teacher would leave me alone with the toddlers for lunch. I would also help at nap time to get the toddlers calmed down and ready to sleep. Overall, it was a great learning experience for me as it was my first real experience in a child care setting.

**Reason for leaving:** I completed the required hours for my first practicum experience as part of the class I was enrolled in.

**Supervisor:** Heather Dombroski ((603) 526-2650)

**Experience Type:** Student Teaching, Part-time  
It is **OK** to contact this employer

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

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

\*NAME: Klannah Bebell \*School/Dept. BCEMS

\*EFFECTIVE DATE: July 1 2019 \*Daytime Phone: 782-7763

MAY 22 2019

\*POSITION: School Counselor \*SUBJECT: \_\_\_\_\_ \*GRADE: \_\_\_\_\_  
(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: 0 STEP: MA 1 SALARY PLACEMENT: MA

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

SALARY: \$44,057 CONTRACT DAYS: \_\_\_\_\_ \*ACCOUNT CODE: \_\_\_\_\_

\*REPLACEMENT Y/N \*LONG TERM SUB? Y (N) IF YES, FOR WHOM? Brady Halling

\*AOE ENDORSEMENT (TEACHER): YES or NO \*CERTIFIED (PARA): ParaPro YES or NO Associates Degree YES or NO 552,198

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

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

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

<p><b>*CURRENT:</b></p> <p>*Position: _____</p> <p>Daily Hours and FTE _____</p> <p>*# of Days/Week _____ (Specify days if &lt; 5 per week)</p> <p>*Current Rate of Pay _____ Hourly or Salary (Circle)</p>	<p><b>*NEW:</b></p> <p>*Position: _____</p> <p>Daily Hours and FTE _____</p> <p>*# of Days/Week _____ (Specify days if &lt; 5 per week)</p> <p>*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>[Signature]</u> *BSU Approval Signature</p>	<p><u>5-21-19</u> *Date</p> <p><u>5/22/19</u> *Date</p>
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**REVERSE SIDE:** Administration Procedure/Checklist for New Hires. All should be completed prior to sending candidate packet over for Superintendent Interview.

# Hannah Judith Margaret Bedell

165 Blush Hill Waterbury, Vermont 05676  
8027827763 [hannahbedell@gmail.com](mailto:hannahbedell@gmail.com)

## ***Education***

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### **Northern Vermont University**

Johnson, Vermont

Master of Counseling

**Major:** School Counseling

Attended August 2016 to May 2019

Degree conferred May 2019

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

Colchester, Vermont

Bachelor of Science

**Major:** Psychology, **Minor:** Gender Studies

Attended August 2012 to May 2014

### **Saint Vincent College & Seminary**

Latrobe, Pennsylvania

Bachelor of Science

**Major:** Psychology

Attended August 2010 to May 2012

### **Greensburg Salem High School**

Greensburg, Pennsylvania

**GPA:** 3.400

Attended January 2009 to June 2010

Degree conferred June 2010

### **Bellows Free Academy**

St. Albans, Vermont

**GPA:** 3.200

Attended August 2008 to December 2008

Degree conferred December 2008

### **Lamoille Union High School**

Hyde Park, Vermont

**GPA:** 3.200

Attended August 2006 to September 2008

Degree conferred September 2008

## Experience

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### South Burlington School District

Nov 2018 - May 2019

Intern

South Burlington, VT

For my masters in school counseling, I completed 600 hours of internship with a licensed school counselor. I have had the pleasure to teach classes, run groups on social/emotional skill building, and work individually with students who may need some extra support. This experience has given me more tools to work in the school counseling field as well as acknowledge what strengths I bring to the table as well as some things I need to work on.

**Reason for leaving:** Graduated

**Supervisor:** Carol Wheeler, Meaghan Rice (N/A)

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

It is **OK** to contact this employer

### Howard Center

Aug 2017 - Dec 2018

Living Skills Specialist

Burlington, VT

I worked one-on-one in the community and in the home with adults who had disabilities. I assisted these adults in trying to build skills to appropriately function in the community as well as in the home. I went through numerous trainings in order to build my skills and support these clients the best way I could. I worked with two different clients, 20 hours each week until August of 2018 when I had to drop down to part-time in order to start observation and internship hours for my Master's program.

**Reason for leaving:** Had to do internship full time in order to graduate.

**Supervisor:** Sarah Gauthier (N/A)

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

It is **OK** to contact this employer

### Winooski School District

Aug 2015 - Jun 2017

Instructional Assistant

Winooski, VT

I worked in an alternative classroom with children diagnosed with emotional disturbances as well as other disabilities. The classroom consisted of 13 children with two instructional assistants and one special educator. I often found myself running the classroom independently as the teacher was not present in the room pretty regularly. I helped teach the class as well as work independently with children to help build appropriate social skills. During the summer, I worked with preschoolers for a few weeks.

**Reason for leaving:** Lack of support and supervision in the alternative classrooms.

**Supervisor:** Robin Hood (N/A)

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

It is **OK** to contact this employer

### Howard Center

Jul 2014 - Nov 2015

Living Skills Interventionist

Burlington, VT

I worked one-on-one in the community with emotionally disturbed children who had a variety of diagnoses and behavioral issues. It was my job to assist the children in developing appropriate living

skills in the community as well as in the home. In the home, I worked with both the child and their family to help build a healthy, supportive environment for all.

**Reason for leaving:** Transitioned to a new job. Did this part-time for a bit then faded out.

**Supervisor:** Lily Kirschenbaum (N/A)

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

It is **OK** to contact this employer

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**Kathy Flynn**

Jan 2013 - Jan 2015

Respite Provider

Burlington and Milton, VT

I did respite with an 18-year-old. In South Burlington, I helped them with their independent living which involved me staying overnight. Helped this individual prep and eat meals, then make sure they showered every night. During the mornings I assisted in helping them get ready for school. This entailed eating breakfast then getting dressed and ready for the bus on time.

**Reason for leaving:** Took a new job and did not have hours for respite.

**Supervisor:** Kathy Flynn (N/A)

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

It is **OK** to contact this employer

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**Robin Hood/ Team Phoenix**

Aug 2013 - May 2014

Intern/Student Teacher

Winooski, Vermont

I was interning at Winooski Middle School during my senior year of college. My job was to be a positive role model and provide guidance for children with emotional disturbances and various mental set backs. I had to help kids with their homework and make sure they followed the norms of the classroom.

**Reason for leaving:** Graduated from college; therefore, internship ended.

**Supervisor:** Bret Kernoff (8023836030)

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

It is **OK** to contact this employer

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***Interests, Activities, Skills/Honors***

Interests/Activities:

Multicultural

Training a therapy dog

Student Government

Art Club

Gender Studies

Skills/Honors:

Technical: Microsoft Word, PowerPoint, Excel, Google Drive

Languages: Communication skills; Strong writing, planning, and organization

Certifications: Therapeutic Crisis Intervention, First Aid & CPR

Honors: National High School Honors Society, Dean's List, Competency Award

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

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

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

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

\*NAME: Ethan Cody \*School/Dept. Barre Town

\*EFFECTIVE DATE: Aug 2019 \*Daytime Phone: \_\_\_\_\_

\*POSITION: TEACHER \*SUBJECT: ELA \*GRADE: 7

(Teacher, Para-Educator, Administrator, Clerical, Cust/Maint, Substitute, Tutor, Other-Specify)

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

MAY 14 2019

TOTAL YEARS OF EXPERIENCE: 3+ STEP: 4 SALARY PLACEMENT: MA

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

SALARY: \$48,942 CONTRACT DAYS: \_\_\_\_\_ \*ACCOUNT CODE: \_\_\_\_\_

\*REPLACEMENT? Y / N \*LONG TERM SUB? Y / N IF YES, FOR WHOM? Ashley McIntyre

\*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

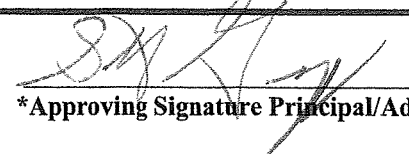
For Central Office Use Only: Contract Completed \_\_\_\_/\_\_\_\_/\_\_\_\_ Offer Letter Completed \_\_\_\_/\_\_\_\_/\_\_\_\_

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

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

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

 *Approving Signature Principal/Administrator	<u>5/13/2019</u> *Date
_____ *BSU Approval Signature	_____ *Date

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

# Ethan Michael Cody

8 Wark Street Barre, Vermont 05641  
8024615493 [ethanmichaelcody@gmail.com](mailto:ethanmichaelcody@gmail.com)

## Education

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### University of Vermont

Burlington, Vermont

Master of Arts in Teaching

**Major:** Middle Level Instruction for Language Arts and Social Studies

**GPA:** 3.970

**Credit Hours:** 36

Attended July 2015 to May 2016

Degree conferred October 2016

**Transcript**

(67KB)

### University of Vermont

Burlington, Vermont

Bachelor of Arts

**Major:** English

**GPA:** 2.680

**Credit Hours:** 120

Attended August 2009 to December 2013

Degree conferred December 2013

**Transcript**

(67KB)

### Spaulding High School

Barre, Vermont

Attended August 2005 to June 2009

Degree conferred June 2009

## Experience

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### Barre Town Middle and Elementary School

Special Educator

Barre, Vermont

Dec 2018 - Jun 2019

I took over as the Special Educator in the Intensive Needs room in Barre Town's Middle School. In this role, I had my own inclusive classroom where I taught math, reading, and writing to 11 students on a daily basis. I also facilitated social-emotional curriculum, with an emphasis on zones of regulation.

**Reason for leaving:** I'm looking to obtain a position as a Middle School Language Arts teacher again. I truly enjoyed and cherished my time as a Special Educator at Barre Town Middle and Elementary School, but my passion is teaching Language Arts.

**Supervisor:** Scott Griggs (802-476-6617)

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

It is **OK** to contact this employer

### Orange Center School

Middle School Humanities

Orange, Vermont

Jul 2016 - Jul 2018



This position involved me educating 6th, 7th, and 8th graders during the 2016-2017 and 2017-2018 school years. I taught 5 classes per day, and the classes either consisted of Social Studies, Language Arts, or Literacy Intervention. I had an Advisory block that lasted one hour per day and incorporated students of all middle-school ages. This time was used for Responsive Classroom-like community-building, mindfulness activities, group-work activities, and at it's core, fostering a familial atmosphere in the middle-school setting. I also served as the Yearbook Adviser for Orange Center School.

**Reason for leaving:** I have lived in Central Vermont for the majority of my life, and Orange Center School is less than 10 miles from my parents house. I am looking for a change of scenery while also staying within this beautiful state. I also would like to work at a larger school, and I would enjoy focusing on one content area (ELA Instruction and Intervention rather than Humanities).

**Supervisor:** Tim Francke ((802) 476-3278)

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

It is **OK** to contact this employer

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### **Williston Central School**

Aug 2015 - May 2016

Student-Teacher

Williston, Vermont

My Student-Teaching at Williston Central School involved me planning and teaching both Language Arts and Social Studies classes collaboratively with supervising teachers throughout the school year. I primarily worked in 5th and 6th grade classrooms, but was involved in a 7th and 8th grade Social Studies class during one of my solo weeks. Williston, being a Google-based school, allowed me the opportunity to become proficient with technology-integration in classrooms. I administered tasks, activities, and assignments frequently through Google Classroom, garnered a prominent understanding of Jupiter Grades, and incorporated online videos, images, and presentations in an engaging, relevant, and exploratory fashion. I designed self-learning and small-group cooperative learning activities as well as hands on thematic units. I also designed curriculum materials to reflect a student-centered approach incorporating cross-curricular components into lesson plans and units.

**Reason for leaving:** My tenure at Williston Central School culminated in my leaving when my Student-Teaching duration ended in early May.

**Supervisor:** Joy Peterson (802-878-2762)

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

It is **OK** to contact this employer

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### **Barre City Elementary and Middle School**

Apr 2014 - Jun 2015

Permanent Substitute

Barre, Vermont

I served as the long-term, permanent substitute teacher at Barre City Elementary and Middle School during the 2014-2015 school year. This job allowed me to explore the inner-workings of the educational system as well as attain a wide range of knowledge and experience in regards to teaching students from pre-school to eighth grade. I did anything they asked me to do: subbed any grade they need on any given day, subbed any "special" courses (gym, art, music, etc.), administrative work, and worked with students with special needs, both developmentally and behaviorally. It was a rich and rewarding experience, and it only justified my decision to become a middle-school Language Arts and/or Social Studies teacher. During my tenure at Barre City, I was asked to step-in for a fourth grade teacher for a two week period. At this time, I was asked to be part of a two teacher team of forty fourth grade students where I provided differentiated instruction and accommodations for students through math, science, and spelling instruction. After this, my next venture at the school involved working with a student who displayed challenges in reading, writing, and behavior. During this time, I was able to implement reading and writing instruction to further his academic growth. I implemented and adjusted behavior plans to

best serve the student's needs. I participated in team meetings discussing the best possible outcome for the child.

**Reason for leaving:** After my contract expired at Barre City, I decided to pursue Graduate School at the University of Vermont to obtain a Master's Degree in the field of Middle Level Education.

**Supervisor:** Carol Marold ((802) 476-6541)

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

It is **OK** to contact this employer

### ***Skills***

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- Proficient in Google Classroom and other technology
- Knowledge and Implementation of Personalized Learning Plans, Act 77, Different Types of "PLP" Platforms (Project Foundry, Naviance, Google Sites)
- Identifying Strengths and Weaknesses
- Ability to gain and hold attention of groups of students
- Knowledge of Reading and Writing Tools and Techniques
- Remaining Calm
- Handle With Care Trained
- Implementing hands on materials
- Use of different programs in Language Arts, Social Studies, Math, and Science.
- Implementing Behavior Plans and Data Tracking
- Management Skills

### ***Pertinent Trainings/Workshops***

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- Responsive Classroom for Middle-Level Educators
- Proficiencies to Units
- Lucy Calkins & Heinemann Writing Lessons, Strategies, and Methods
- Leveled-Literacy Intervention (LLI) through Fountas and Pinnell
- Training on Project Foundry for Personalized Learning Plans
- A.L.I.C.E. Training
- Creating A Proficient Citizenry: Social Studies- Proficiency-Based Teaching and Learning Environment

**BUUSD Truant Officers**  
**7/1/2019 – 6/30/2020**

Barre City Elementary & Middle School	Pierre Laflamme
Barre Town Middle & Elementary School	Erica Pearson
Spaulding High School	Luke Aither
	Jim Ferland
Central Vermont Career Center	Scott Griggs