

DRAFT

BARRE UNIFIED UNION SCHOOL DISTRICT FINANCE COMMITTEE MEETING BSU Central Office - Downstairs Conference Room June 4, 2019 - 5:30 p.m.

MINUTES

COMMITTEE MEMBERS PRESENT:

Sonya Spaulding (BC) - Chair
Gina Akley (BT)

COMMITTEE MEMBERS ABSENT:

Victoria Pompei (BT) – Vice Chair
Chris Riddell (BC)

ADMINISTRATORS PRESENT:

Lisa Perreault, Business Manager

GUESTS PRESENT:

Paul Malone

1. Call to Order

The Chair, Mrs. Spaulding, called the Tuesday, June 4, 2019 BUUSD Finance Committee meeting to order at 5:32 p.m., which was held at the BSU Central Office, Downstairs Conference Room.

2. Additions and/or Deletions to the Agenda

None.

3. Approval of Minutes – May 7, 2019 BUUSD Finance Committee Meeting

The Committee agreed by consensus to approve the Minutes of the May 7, 2019 BUUSD Finance Committee meeting.

4. New Business

4.1 Calendar of Agenda Items

A document titled BUUSD Finance Committee Annual Agenda Items – 06/04/19 –DRAFT’ was distributed. Mrs. Perreault advised that the document is a work in progress. The document was drafted forecasting items that usually need to be discussed on an annual basis. The budget process usually begins in August when the budgeting schedule is drafted. Budget discussion with administrators usually begins in September and October. The culture is a bit different under consolidation. Mrs. Perreault will meet with directors and building administrators on a monthly basis. Mr. Malone queried regarding the attendance of building administrators at committee meetings. Mr. Malone advised that he believes SHS administrators want to be involved in committee discussions. Mrs. Spaulding advised that she would like administrators present during detailed budget discussions, as they are able to provide valuable input. Mrs. Akley suggested that administrators keep committee meeting dates/times as ‘soft spots’ in their calendars, to assure their availability when necessary. Mrs. Spaulding would like to see more community input/engagement in budget development and stressed her belief that it is important to receive community feedback regarding what they feel is important. It was suggested that the community be informed of budgeting prior to the start of detailed budget work. Mrs. Akley suggested a community survey. Brief discussion was held regarding the provision of one to one Chromebooks for students at SHS.

4.2 Clarification of Final Payment for Board Members

Mrs. Perreault advised that she spoke with auditor Tyler Kimberly regarding his opinion. Mr. Kimberly advised that regardless of the audit, the board that is currently governing would make the decision regarding payment. The BUUSD Board will oversee suggested changes for future years. Harwood advised that they will pay their board members through December. Mrs. Akley believes the cleanest way to handle the matter is to pay board members until all of their work is done, regardless of the volume of work that needs to be performed. Mrs. Spaulding queried regarding what happens if someone files a lawsuit for something that happened prior to 07/01/19. Mr. Malone advised that it is his understanding that the existing boards need to work until all existing business (through FY19) is closed out. Mrs. Perreault will review the Articles of Agreement regarding when existing boards cease to exist and will seek a legal opinion regarding that issue and on the issue of payments to existing board members. Mrs. Perreault advised that she will also discuss these issues with the Agency of Education.

4.3 Procedures

Procedures and forms for the following items were distributed; Travel, Credit Cards, and Course Reimbursement. Mrs. Perreault advised that several procedures (approximately 3) will be presented for discussion at each Finance Committee meeting. Related

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policies will be presented at the same time. It is the goal to have all forms available online. Mrs. Akley would like online forms that can be completed online and also be submitted electronically. The Committee reviewed the procedures and forms and it was suggested that a change be made to #5 of the Travel Reimbursement Procedures. Mrs. Spaulding queried regarding any protocol for purchasing travel insurance. Mrs. Akley is concerned that not all travel insurance policies are equal and is concerned that staff members (who book their own travel) may purchase the wrong insurance. Mrs. Perreault advised that Band of America credit cards are being cancelled, as the BUUSD has decided to use credit cards issued by Community Bank. In response to a query, Mrs. Perreault provided a brief overview of the weekly warrant procedures.

4.4 Revenue Anticipation Note

A document titled 'FY20 Revenue Anticipation Note Comparison 5/24/19' was distributed. Mrs. Perreault provided an overview of what the revenue anticipation note is and why it is necessary. The Superintendent recommends contracting with Community Bank for the FY20 Revenue Anticipation Note. Mr. Pandolfo will present his recommendation to the BUUSD Board for approval. It was noted that 'house 19' (built by CVCC students) is under deposit and it is anticipated that the loan related to this project will be paid by 06/22/19.

4.5 FY 19 Year-end Projections

Two documents were distributed; a document titled 'BUUSD FY19/20 Schedule, Facility Projects, etc... Spring/Summer 2019 – 6/4/19', and a document titled 'BUUSD Finance Committee Meeting – June 4, 2019 – Projected Year-end Fund Balances'. Mrs. Perreault provided a brief overview of the projects document, advising that most of the projects have been approved, with the exception of the BTMES Canopy project which is on hold, pending additional research.

Mrs. Perreault provided an overview of the Year-end document, advising of the projected fund balances, and advised that the new food service contract no longer includes any guarantee of profit. As profit will no longer be guaranteed, future budgets should include amounts budgeted for kitchen equipment and maintenance. In response to a query, it was noted that BCEMS needs to reapply every four years for the program that provides free lunches for all students. Mrs. Perreault advised that \$200,000 of the tax stabilization fund is reserved for use in FY20. Food service meal prices are increasing slightly. New accounting standards require that student activity accounts be tracked separately from district accounts (beginning with FY20). Mrs. Perreault provided a brief overview of legislative decisions, most notably, the decision to delay implementation of the Uniform Chart of Accounts (UCOA) and the Statewide School District Data Management System (SSDDMS) until 07/01/2022.

5. Old Business

None.

6. Other Business

Mrs. Spaulding will contact Sarah Pregent regarding her interest in serving on the BUUSD Finance Committee.

7. Items to be Placed on Future Agendas

BUUSD Budget Update
FY19 Year-end Projections
Summer Project Update
Administrative Team Meetings
Procedures
Follow-up on Board Member Checks

8. Next Meeting Date

It was noted that the meeting night for BUUSD Facilities Committee meetings is being changed to Mondays. This change will allow the Finance Committee to meet on the second Tuesday in July.

The next meeting is tentatively scheduled for Tuesday, July 9, 2019 at 5:30 p.m., at the BUUSD Central Office.

9. Adjournment

The Committee agreed by consensus to adjourn at 6:44 p.m.

Respectfully submitted,
Andrea Poulin

BARRE SUPERVISORY UNION
NOTIFICATION OF EMPLOYMENT STATUS

Additions 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.~~ MAY 29 2019

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: William Meehan *School/Dept. Barre town
*EFFECTIVE DATE: 8/19 *Daytime Phone: 207-385-3025
*POSITION: Special Educator *SUBJECT: SPEO *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: MA

HOURLY RATE: _____ *HOURS PER DAY: _____ DAILY RATE: _____ *DAYS PER YEAR: _____

SALARY: \$63,978 CONTRACT DAYS: _____ *ACCOUNT CODE: _____

*REPLACEMENT? (Y)/N *LONG TERM SUB? Y (N) IF YES, FOR WHOM? Janet Allen

*AOE ENDORSEMENT (TEACHER): (YES) or NO *CERTIFIED (PARA): ParaPro YES or NO Associates Degree YES or NO

*CONTRACT: (YES) or NO *TIMES SHEET: YES (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 < 5 per week) *Current Rate of Pay _____ Hourly or Salary (Circle)</p>	<p>*NEW: *Position: _____ Daily Hours and FTE _____ *# of Days/Week _____ (Specify days if < 5 per week) *New Rate of Pay _____ Hourly or Salary (Circle One)</p>
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Section 3: TERMINATION/RESIGNATION

Reason: _____ Last Work Day: _____

<p><u>[Signature]</u> *Approving Signature Principal/Administrator</p> <p><u>[Signature]</u> *BSU Approval Signature</p>	<p><u>5/29/19</u> *Date</p> <p><u>6/6/19</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.

William Francis Meehan

979 Essex St Lot 60 Bangor, Maine 04401
207 385 3025 littlelathan01@yahoo.com

Education

University of Maine

Orono, Maine

Master of Science in Education

Major: special education

GPA: 3.700

Credit Hours: 39

Attended September 1991 to June 1996

Degree conferred June 1996

Experience

RSU #63, Holden, Maine 04429

Aug 2016 - Present

Composite Room Teacher, grades 5-8.

Holden, Maine

Classroom Teacher for 11 Special Needs students' for grades 5-8. These students' receive a combination of small group instruction; along with some support for mainstream academics. I have written IEPs and managed the services for each of the 11 students' during the past three school years. In addition, I have conducted yearly state testing, and administered assessments for triennial reviews and referrals to Special Education.

Reason for leaving: N/A

Supervisor: Richard Modery, Principal (207-385-3025)

Experience Type: Public School, Full-time

It is **OK** to contact this employer

RSU#34

Sep 1983 - Aug 2012

Special Education Teacher

Old Town Maine 04468

Supervisor: David Walker (207-827-7171)

Experience Type: Public School, Full-time

It is **OK** to contact this employer

Member - Maine State Coaches Association

Varsity Soccer Coach, 24 years

Varsity Track Coach, 21 years

2012-2014

2014-2016

Phillipines
Church

} International
School

BARRE SUPERVISORY UNION
NOTIFICATION OF EMPLOYMENT STATUS

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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: Julia Donahue *School/Dept. BTMES
*EFFECTIVE DATE: July 1, 2019 *Daytime Phone: 802.274.7607
*POSITION: Assistant Principal *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: N/A STEP: N/A SALARY PLACEMENT: N/A

HOURLY RATE: _____ *HOURS PER DAY: _____ DAILY RATE: _____ *DAYS PER YEAR: _____
SALARY: \$76,250 CONTRACT DAYS: _____ *ACCOUNT CODE: 101-1020-51-11-0-2410-51110

*REPLACEMENT? Y / N *LONG TERM SUB? Y / N IF YES, FOR WHOM? Erica Pearson → moving into Co Principal position
\$75709.45

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

Reason: _____ Last Work Day: _____

<p>_____ *Approving Signature Principal/Administrator</p> <p>_____ *BSU Approval Signature</p>	<p>_____ *Date <u>June 5, 2019</u></p> <p>_____ *Date <u>6/10/19</u></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.

Julia Julia Donahue

192 Archertown Road Orford, New Hampshire 03777
8022747607 juliedonahue0@gmail.com

Education

Upper Valley Educators Institution

Lebanon, New Hampshire

Master of Education

Major: Masters of Educator

Attended August 2014 to June 2015

Degree conferred June 2015

Wheaton College

Norton, Massachusetts

Bachelor of Arts

Major: Theatre/ Dramatic Literature, **Minor:** Secondary Education

GPA: 3.500

Attended September 1995 to May 1999

Degree conferred May 1999

The Prout School

Wakefield, RI, Rhode Island

GPA: 4.300

Attended September 1992 to June 1995

Degree conferred June 1995

University of New Hampshire

Durham, New Hampshire

Graduate Coursework

Major: English

GPA: 4.000

Credit Hours: 17

Attended June 2004 to Present

Experience

Rivendell Interstate School District

Jun 2018 - Present

Principal

Orford, NH

I am currently the principal of both elementary schools in the district - Samuel Morey and Westshire Elementary Schools. I have been tasked with bringing the staff and students together to create high quality education and equitable opportunities for all students.

I have created a new and improved, district wide Educational Support Team

Worked to create innovative behavior plans for students in need

Created meaningful professional development

Overhauled the schedule, handbook, and communication methods

Improved communication to all stakeholders

Started an initiative to align literacy curriculum and bring normed data to the district

Committed to student centered decisions to bring these systems forward.

Reason for leaving: Still employed
Supervisor: Elaine Arbour (6033532170)
Experience Type: Public School, Full-time
It is **OK** to contact this employer

Concord School

Jul 2014 - Mar 2018

PK-8 Principal
Concord, VT, USA

Worked to improve the curriculum and pedagogy of Concord School by aligning the science and social studies curricula, improved Tier 2 interventions by changing the pull out model to a push in model, and overseeing a change in Math curriculum to one that closely models the Common Core.

Worked closely with teachers to change report cards to a standards based model, and created a new reporting system to work with Power School. Worked closely with the Supervisory Union to pilot the NWEA MAP testing in order to aide in the differentiation of instruction in the classroom. Worked closely with Special Education to educate teachers on the necessity of differentiating instruction and reaching children at the level where they are.

Improved communication by beginning a Concord School Facebook page and writing weekly letters to all parents.

Worked with teachers on the MTSS model to identify needs of school and create a Continuous Improvement Plan

Worked with teachers to create integrated arts school wide theme -
with a focus on student voice and project based learning

Reason for leaving: With a lot of thought, I resigned due to health reasons. My doctors have insured I will be ready for a 7/1 start date. I am excited and ready for new challenges after a 6 year tenure at this wonderful school

Supervisor: Michael Clark (8026953373)
Experience Type: Public School, Full-time
It is **OK** to contact this employer

Concord School

Jul 2013 - Jul 2014

PK-5 Principal
Concord, VT USA

Worked to improve the curriculum and pedagogy of Concord School by aligning the science and social studies curricula, improved Tier 2 interventions by changing the pull out model to a push in model, and overseeing a change in Math curriculum to one that closely models the Common Core. Worked closely with teachers to change report cards to a standards based model, and created a new reporting system to work with Power School. Worked closely with the Supervisory Union to pilot the NWEA MAP testing in order to aide in the differentiation of instruction in the classroom. Worked closely with Special Education to educate teachers on the necessity of differentiating instruction and reaching children at the level where they are. Improved communication by beginning a Concord School Facebook page and writing home bi-monthly letters to all parents. Worked closely with the Agency of Education to begin the "School Improvement" process, as Concord is an identified school. Continued to improve the morale of teachers to provide the best educations to our students.

Supervisor: Brian Rayburn (802-695-2550)
Experience Type: Public School, Full-time
It is **OK** to contact this employer

Concord School

Feb 2012 - Jul 2013

Dean of Students

Concord, VT

Responsibilities include: 504 coordination and writing, working with teachers to promote thoughtful and thorough aide with classroom management, communication among parents, teachers, children, and administrators, writing 3 handbooks (2 student and one faculty), writing the high school 4-year plan, writing the schedule for the 2012-2013 school year, leveraging the needs of a K-12 school in order to write the schedule, running faculty meetings, creating and implementing an emergency plan, running a PBIS program, creating a student of the month program, and ensuring good morale among the staff and students.

Reason for leaving: Promoted to Principal**Supervisor:** Brian Rayburn (802-695-2550)**Experience Type:** Public School, Full-timeIt is **OK** to contact this employer

Windham High School

Aug 2010 - Jun 2011

Humanities Teacher

Windham, NH

Responsible for the daily planning, teaching, assessment, and motivation of 90 students. Emphasis on technology integration, curriculum development, and the writing process for this new, one-to-one 21st high school. Courses include, College Preparatory American Studies (team taught, student-centered, worked closely with the Special Education department to modify curriculum) and Honors British Literature (stand alone course, which focuses on the pairing classics with modern literature, while heavily focusing on the writing process).

- Aided in the development of Senior Seminar, the school's capstone course.
- Worked with Moodle and digital white boards to provide online, paperless activities at this 21st century school.
- Solely responsible for developing the curriculum for Honors British Literature

Reason for leaving: Moving to Vermont**Supervisor:** Lisa Roeder (603 537-2400)**Experience Type:** Public School, Full-timeIt is **OK** to contact this employer

Bow High School

Aug 2006 - Jun 2010

Humanities Teacher/ Theatre Director

Bow, NH, USA

Bow High School, Bow, NH 2006 to present

English Teacher

Responsible for daily planning, teaching, assessment, and motivation of 90 students with variety of learning needs. Emphasis on writing process (persuasive/expository to creative/narrative), independent research, and SAT preparation for one of the state's best public high schools. Courses include Advanced Placement Literature and Composition, Advanced Writing, Film Critique, Senior Seminar (required independent study with research component), Elements of Writing, and American Studies (team-taught with student-centered learning and assessment emphasis).

- Redesigned Senior Seminar curriculum and created comprehensive 80-page guidebook realigning the experience with goals and expectations that apply to all students.

- Teacher of the Month Award – National Honor Society (November 2009).
- Served as mentor and “resident expert” for college application essays.

Drama Teacher and Director

Created and implemented curriculum for Beginning Theatre workshop course, including improvisation, scene and monologue work, dialects (British, Irish, Russian, Southern, Brooklyn), stage combat, and script writing.

- Sole responsibility for two major stage productions annually for sold-out audiences up to 650.
- Tasks included blocking, choreography, musical direction for the actors and band, set and lighting design, and the coordination of fundraising, costuming, sound design, and poster/program design (publicity). Highlights include: I Hate Hamlet, Little Shop of Horrors, Lend Me a Tenor, The Wizard of Oz, Alice in Wonderland, and The Wedding Singer (cast of 62 students).

A Cappella Group Director

Developed innovative new program for 20 student singers. Two major performances a year for audience of 300 and community outreach visits at local nursing homes. Wrote and re-arranged a variety of modern compositions such as Send Me On My Way, Santa Claus is Coming to Town and medleys from a variety of generations.

Reason for leaving: Budget cuts

Supervisor: John House Myers (603-228-2210)

Experience Type: Public School, Full-time

It is **OK** to contact this employer

Bishop Brady High School

Jul 2001 - Jun 2006

English Teacher/ Theatre Director

Concord, NH, USA

Bishop Brady High School, Concord, NH 2001 to 2006

English Teacher

Responsible for 100 students. Collaborated with school leadership to evaluate, select, and implement new student-centered, challenging curriculum for College Preparatory English (grades 9 and 12) and Honors English (grade 10), including a new course titled Evolution of the Hero: From Beowulf to Batman.

- Leveraged comprehensive web-based portal (Edline), providing regular updates of assignment, test, and quiz results coupled with bi-weekly Grade-Quick updates to foster dialogue with parents on individual strengths, weaknesses, and opportunities for improvement.
- Selected for 2005 Yearbook Dedication for service as favorite educator, class adviser, play-by-play football radio announcer, drama director, class trip adviser, prom organizer, and fundraising advocate.

Drama Teacher and Director

- Created and implemented curriculum for new Beginning Acting course on improvisation, scene and monologue work, acting with accents, and stage combat.
- Sole responsibility for managing all aspects of The Bishop Brady Players' two main stage productions per year (a comedy and a musical), from casting and directing to fundraising and publicity.
- Regional competition winner (2002 New Hampshire Theatre Educational Guild) for the drama Voices From the High School (cast of 15).
- Highlights of more than 10 plays include Les Miserables, Brighton Beach Memoirs, Grease (cast of 50), Nunsense, and You Can't Take It with You.

Chorus Teacher and Music Ministry Director

Responsible for direction of 25 choral students. Composed and taught original harmonies for two annual concerts. As Music Ministry Director, worked closely with Campus Minister and 40 singers and musicians to provide performances for monthly masses and prayer services.

Reason for leaving: Salary/ desire to move to a public school
Supervisor: Greg Roberts (603-224-7418)
Experience Type: Independent School, Full-time
It is **OK** to contact this employer

Villa Augustina School

Jul 1999 - Jun 2001

8th Grade English Teacher/ Theatre Director
Goffstown, NH, USA

Villa Augustina Junior High School, Goffstown, NH 1999 to 2001
English and Drama Teacher

Junior high school teacher, responsible for daily teaching/assessment duties and working diligently to meet the crucial needs of readers and writers while fostering the energy and creativity to prepare them for high school.

- Developed and collaborated with faculty to institute new curriculum with emphasis on literature and traditional grammar for all junior high English classes.
- Head of the school's first Drama Department and club, directing the productions of Annie and Godspell with more than 50 cast members.
- Managed two student trips to Washington, DC, including fundraising responsibilities.
- Named 2001 Teacher of the Year

Reason for leaving: Desire to teach high school/ salary
Supervisor: Sister Cecile Provost (603-497-2361)
Experience Type: Independent School, Full-time
It is **OK** to contact this employer

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

*NAME: Natalie Soffen *School/Dept: SHS
*EFFECTIVE DATE: 7/1/2019 *Daytime Phone: 802-522-0966
*POSITION: Director of Athletics *SUBJECT: _____ *GRADE: 9-12
(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: _____ STEP: _____ SALARY PLACEMENT: _____

HOURLY RATE: _____ *HOURS PER DAY: _____ DAILY RATE: _____ *DAYS PER YEAR: _____

SALARY: \$65,000 CONTRACT DAYS: _____ *ACCOUNT CODE: _____

*REPLACEMENT ☒ Y / N *LONG TERM SUB? Y ☒ N IF YES, FOR WHOM? Pat Merriam

*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:</p> <p>*Position: _____</p> <p>Daily Hours and FTE _____</p> <p>*# of Days/Week _____ (Specify days if < 5 per week)</p> <p>*Current Rate of Pay _____ Hourly or Salary (Circle)</p>	<p>*NEW:</p> <p>*Position: _____</p> <p>Daily Hours and FTE _____</p> <p>*# of Days/Week _____ (Specify days if < 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>Brenda Johnson</u> *Approving Signature Principal/Administrator</p> <p><u>[Signature]</u> *BSU Approval Signature</p>	<p><u>6/5/19</u> *Date</p> <p><u>6/7/19</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

Natalie Ann Soffen

19 Philbrook St Barre, Vermont 05641
802-522-0966 nataliesoffen@yahoo.com

Education

Spaulding High School

Barre, Vermont

GPA: 3.400

Attended August 1996 to June 2000

Degree conferred June 2000

Nichols College

Dudley, Massachusetts

Bachelor of Business Administration

Major: Business Admin./specializing in Sport Management

GPA: 3.300

Attended August 2000 to May 2004

Degree conferred May 2004

Experience

Peoples Academy

Aug 2012 - Present

Co-Curricular Activities Director

Morrisville, VT

Support and manage of all co-curricular activities grades 6-12, including scheduling practices and events, hiring and supervising of all coaches, developing budget, scheduling transportation, scheduling officials, working with grounds crew and maintenance for all home events, and admin at every home event including all middle school games. other duties as assigned.

Helped in processing of investigations of bullying, harassment, or hazing.

Training in the restorative justice process.

Supervisor: Phil Grant (802-888-4600)

Experience Type: Public School, Full-time

It is **OK** to contact this employer

Nichols College

Aug 2007 - Jul 2012

Head Basketball Coach

Dudley, MA

Responsibilities included:

- Development of young women (discipline, teamwork, confidence, trust, work ethics)
- year round recruiting
- scouting of upcoming opponents
- game plan preparation and implementation

Reason for leaving: I am turning my attention to my growing family and wanting to move back to Vermont to raise my children. Got AD job at Peoples Academy.

Supervisor: Charlyn Robert (508-213-2369)

Experience Type: Other, Full-time

It is **OK** to contact this employer

Nichols College

Aug 2011 - May 2012

Senior Women's Administrator

Dudley, MA

- Oversaw the following women's programs: soccer, field hockey, lacrosse, softball, ice hockey
 - Oversaw the following men's programs: ice hockey
 - Develop conference initiatives with other SWA's
 - Actively participated in conference committees
 - Worked closely in support Athletic Director
- Was part of the administrative team-met weekly

Supervisor: Charlyn Robert (508-213-2352)

Experience Type: Other, Full-time

It is **OK** to contact this employer

Nichols College

Aug 2008 - May 2012

Scheduling Coordinator

Dudley, MA

Responsibilities included:

- Scheduling all athletic contests for 15 varsity sports, including all contracts (over 350 contests)
- Coordinate all aspects of transportation and meals for every contest
- Provide game management for all sports, including football

Supervisor: Charlyn Robert (508-213-2352)

Experience Type: Other, Full-time

It is **OK** to contact this employer

Nichols College

Oct 2005 - Mar 2007

Assistant Basketball Coach

Dudley MA

Responsibilities included:

- Year round recruiting
- Breakdown film of upcoming opponents
- Game plan preparation and implementation

Reason for leaving: Became head coach

Supervisor: Charlyn Robert (508-213-2352)

Experience Type: Other, Part-time

It is **OK** to contact this employer

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

*NAME: Jason Derner *School/Dept. SHS

*EFFECTIVE DATE: July 1 2019 *Daytime Phone: _____

*POSITION: Alternative Education Administrator *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: _____ STEP: _____ SALARY PLACEMENT: _____

HOURLY RATE: _____ *HOURS PER DAY: _____ DAILY RATE: _____ *DAYS PER YEAR: _____

SALARY: \$71,284 CONTRACT DAYS: 210 *ACCOUNT CODE: _____

*REPLACEMENT? Y (N) *LONG TERM SUB? Y (N) IF YES, FOR WHOM? _____

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

Reason: _____ Last Work Day: _____

<p>_____ *Approving Signature Principal/Administrator</p> <p>_____ *BSU Approval Signature</p>	<p>_____ *Date</p> <p><u>6/4/19</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.

Jason Derner

43 Dowsville Rd S Duxbury, Vermont 05660
802-881-2297 jderner21@gmail.com

Education

University of Vermont

Burlington, Vermont
Master of Education

Major: Special Education/Consulting Teacher

GPA: 4.000

Attended September 2005 to May 2007

Degree conferred May 2007

Transcript

(included)

Saint Michael's College

Colchester, Vermont
Bachelor of Arts

Major: English Literature

GPA: 2.860

Attended September 1987 to May 1991

Degree conferred May 1991

Transcript

(included)

Experience

Central Vermont Career Center- Barre Supervisory Union

Jul 2016 - Present

Assistant Director

Barre, Vermont

- Assist the Director in the operation of the Career Center and provide leadership to staff members; plan and conduct staff meetings, support and evaluate teaching performance, and lead the Teacher Mentor Program for 1-2 year instructors.
- Oversee the Technology budget, coordinate purchases of technology equipment for the school based on our replacement schedule, supervise the Technology Integrationist as they support teachers, develop trainings, and maintain inventory of equipment.
- Coordinate with other district administrators to implement school safety initiatives including introducing the ALICE Program to the district, designing a communication plan, gaining board approval, creating and implementing training curriculum for staff and students, and supporting the roll out for the district as the ALICE Site Coordinator.
- Implement and enforce Career Center rules and regulations as established through District policy. Support teachers with attendance and discipline issues and administer student disciplinary action when warranted. Investigate Hazing, Harassment, and Bullying allegations as a Designated Employee.
- Provide coordination between staff members, students, parents, sending schools, community business leaders and others involved in the operation of the Career Center to promote meaningful curriculum development and maximize learning opportunities for students.
- Team with two other staff and three students to train in restorative practices and develop a plan to implement these principles in the school to increase student voice and sense of community.
- Represent CVCC on the Policy committee, the Facilities committee and the District CERT (Crisis and Emergency Response Team). Coordinate school safety team to conduct safety inspections to identify and correct potential hazards and OSHA violations.

Reason for leaving: Currently Employed.
Supervisor: Penny Chamberlin (802-476-6237)
Experience Type: Public School, Full-time
It is **OK** to contact this employer

Spaulding High School- Barre Supervisory Union

Aug 2012 - Jun 2016

ACT Program Coordinator/ Special Educator
Barre, Vermont
ACT Program Coordinator/ Special Educator

- Coordinate all activities, curriculum, and special education services for 12-15 students in a dynamic alternative vocational-based school program. Develop and implement engaging curriculum in core subject areas to provide opportunities for reluctant learners to earn high school credits toward graduation.
- Provide hands on learning opportunities in vocational areas such as auto mechanics, bicycle mechanics, carpentry, woodworking, and welding. Encourage healthy lifestyle choices and team building through outdoor adventure learning during activities such as hiking, mountain biking, rock climbing, and skiing/snowboarding.
- Provide special education case management services for all students with a focus on career readiness. Manage and track program budget. Supervise two staff members and coordinate services from other Spaulding support staff.

Reason for leaving: I was hired as the Assistant Director of the Central Vermont Career Center.
Supervisor: Donald Mc Mahon (802-476-5011)
Experience Type: Public School, Full-time
It is **OK** to contact this employer

Barre City Elementary and Middle School

Aug 2011 - Aug 2012

Special Educator/Case Manager- 7th Grade
Barre, Vermont
Special Educator/Case Manager- 7th Grade

- Create and implement a system of support for a caseload of 19 students with special needs in collaboration with the 7th grade teaching team.
- Provide a continuum of supports based on each individual student's needs ranging from 1 to 1 support to small group alternative classroom instruction.
- Provide special education case management services including; performance of comprehensive evaluations, IEP development, coordination of services/case management, management of paraprofessionals, facilitation of parent conferences and team meetings, and collaboration with other education and related service professionals to implement intervention strategies and accommodations that will allow students to achieve their potential.

Reason for leaving: Accepted Position of ACT Program Coordinator/Special Educator at Spaulding High School.
Supervisor: Andrea Wasson (802-476-6541)
Experience Type: Public School, Full-time
It is **OK** to contact this employer

Peoples Academy Middle Level

Aug 2006 - Nov 2010

Consulting Teacher

Morrisville, Vermont 05661

- Provide a full range of special education services for Middle Level students with special needs within a progressive inclusive model. These services include but are not limited to; performance of comprehensive evaluations, IEP development, coordination of services/case management, management of paraprofessionals, facilitation of parent conferences and team meetings, and collaboration with other education and related service professionals to implement intervention strategies and accommodations that will allow students to achieve their potential.
- Create and implement – in the classroom or extension groups - multi-sensory curriculum that provides meaningful outcomes for students while reflecting Vermont State Standards.
- Oversee the entire grade level of students to provide supports through the EST and Section 504 processes such as social discussion groups, academic skill-booster groups, behavior plans, and other accommodations.
- Create and implement an after-school recreational outdoor adventure program with a focus on healthy choices, interpersonal skills, team building, and conflict resolution for at-risk students.

Reason for leaving: Resigned to take position with the Community High School of Vermont. The offer for that position was then withdrawn because of interdepartmental miscommunication.

Supervisor: Wendy Baker (802-888-1401)

Experience Type: Public School, Full-time

It is **OK** to contact this employer

Centerpoint Stepping Stones, Howard Cent

Jun 2004 - Aug 2006

Counseling Teacher

Winooski, Vermont 05404

Counseling Teacher - Full-time

- Creatively implement an engaging curriculum, based on Vermont's Framework of Standards and Learning Opportunities, in a one-on-one alternative school setting.
- Adapt lesson plans to respond to students emotional, behavioral, and mental issues as well as various learning and developmental disabilities.
- Provide constant supervision of students with immediate feedback and redirection in the event of behavioral challenges.

Reason for leaving: Resigned to take a position as Consulting Teacher at Peoples Academy Middle level.

Supervisor: Dave Amsden (802-654-7111)

Experience Type: Independent School, Full-time

It is **OK** to contact this employer

Superior Management Services

Nov 2010 - Aug 2011

Property Management Technician

Georgia, Vermont

- Utilize knowledge of building systems and construction to diagnose problems and implement solutions through renovations and maintenance services for over thirty branches of The Merchants Bank of Vermont.

Reason for leaving: Accepted position of Special Educator at Barre City Elementary and Middle School.

Supervisor: James Cragin (802-373-4283)

Experience Type: Other, Full-time

It is **OK** to contact this employer

Stowe Ski and Snowboard School - Vail Resorts, Stowe Mountain Resort

Oct 2014 - Mar 2019

Snowboard Instructor- Part time, Seasonal

Stowe, Vermont 05672

Snowboard Instructor- Part-time, seasonal.

- AASI (American Association of Snowboard Instructors) Level 1 Certification.
- Provide instruction on snowboarding techniques to students ages 5 through adult.
- Incorporate various methods of instruction and group management to teach all aspects of board control, terrain navigation, lift use, safety and above all fun.

Reason for leaving: Seasonal.

Supervisor: Dave Merriam (802-253-3623)

Experience Type: Other, Part-time

It is **OK** to contact this employer

Summary of Qualifications

Effective communicator, team focused collaborator, innovative problem solver, supportive leader and relationship builder.

Certified Trainer, ALICE Training Institute

DITEP- Drug Impairment Training for Education Professionals

Trauma Informed Practices

Restorative Practices

Project Adventure/High Five training in Experiential Education and Team Building

Level 1 Certification, AASI (American Association of Snowboard Instructors)