

8 March 2020

Dear Ms. Dawes,

I am interested in serving on the BUUSD School Board for the remainder of the one-year term that is currently vacant. Please let me know what next steps in this process are.

Thank you for your help.

Best,
Emel Cambel
9 Camp St.
Barre, VT
802-249-0134

DRAFT
BARRE UNIFIED UNION SCHOOL DISTRICT
ANNUAL MEETING

Spaulding High School - Library
 March 2, 2020
 5:30p.m.

PRESENT:

Tom Koch, Moderator
 Carol Dawes, Barre City Clerk
 Donna Kelty, Barre Town Clerk
 John Pandolfo, Superintendent
 Gina Akley
 Tim Boltin – arrived at 5:42 p.m.
 Giuliano Cecchinelli
 Paul Malone
 Sonya Spaulding

1. Call to Order

The Moderator, Tom Koch, called the Monday, March 2, 2020, meeting to order at 5:32 p.m., which was held at Spaulding High School, 155 Ayers Street, Barre, Vermont. It was noted that there is no Article 6. Articles are warned as Articles 1f through 5, and Article 7.

Hearing no objection, the assembly agreed to waive the reading of the annual meeting agenda.

2. Elect a Temporary Moderator

The assembly agreed that no action was necessary. No action was taken.

3. Act on the Articles of the Meeting

- ***ARTICLE 1 To elect a moderator for a one-year term***

The Moderator opened the floor for nominations.

Ms. Dawes nominated Tom Koch. Mrs. Kelty seconded the nomination.
 There were no additional nominees. Nominations were closed.

On a motion by Ms. Dawes, seconded by Mrs. Kelty, it was unanimously voted to elect Tom Koch to serve as Moderator for a one-year term.

- ***ARTICLE 2 To elect a clerk for a one-year term***

The Moderator opened the floor for nominations.

Ms. Dawes nominated Donna Kelty. Mr. Malone seconded the motion.
 There were no additional nominees. Nominations were closed.

DRAFT

On a motion by Ms. Dawes, seconded by Mr. Malone, it was unanimously voted to elect Donna Kelty to serve as Clerk for a one-year term.

- ***ARTICLE 3 To elect a treasurer for a one-year term***

The Moderator opened the floor for nominations.

Mrs. Kelty nominated Carol Dawes. Mr. Malone seconded the motion.
There were no additional nominees. Nominations were closed.

On a motion by Mrs. Kelty, seconded by Mr. Malone, it was unanimously voted to elect Carol Dawes to serve as Treasurer for a one-year term.

- ***ARTICLE 4 To determine what compensation shall be paid to the officers of the district.***

On a motion by Ms. Dawes, seconded by Mrs. Kelty, it was unanimously voted to adopt the salaries set forth in the Warning, as compensation paid to the officers of the district.

MODERATOR:	\$100/year	Tom Koch
CLERK:	\$100/year	Donna Kelty
TREASURER:	\$750/year	Carol Dawes
BOARD MEMBERS:	\$2,500/year for each	
BOARD CHAIR	\$4,000/year	

- ***ARTICLE 5 Shall the voters authorize the District to borrow money pending receipt of payments from the State Education Fund by the issuance of its notes or orders payable not later than one year from date provided, however, that the District is authorized by Vermont Statutes to borrow sufficient funds to meet pending obligations***

On a motion by Mr. Cecchinelli, seconded by Mrs. Akley, it was unanimously voted to adopt Article 5, as presented.

- ***ARTICLE 7 To do any other business proper to come before said meeting***

Ms. Dawes advised that because of the current Articles of Agreement, the nomination petition deadline pushes printing of the ballots too late. Ms. Dawes advised that it would be preferable to change the petition deadline from 30 to 40 days prior to the election, to 'the sixth Monday before the election'. Ms. Dawes requested that thought be given to amending the Articles of Agreement.

Discussion was held regarding whether or not an Annual Meeting is legally required. It was noted that statute does not require the meeting. If an Annual Meeting is not held, individuals will need to run for annually elected positions utilizing petitions. The positions would then be voted on by Australian ballot. The assembly agreed that continuing to hold an Annual Meeting is the preferred method. Brief discussion was held regarding holding the Annual Meeting the week prior to the Town Meeting Day election. It was noted that the week before the Town Meeting Day election is a school vacation week and may result in a lower turnout of Board Members.

DRAFT

Mr. Koch thanked Mr. Pandolfo for his service, as teacher, Curriculum Director and Superintendent. Mr. Pandolfo will be missed, and the assembly wishes him well in his future endeavors.

- ***ARTICLE 8 To adjourn***

On a motion by Mrs. Spaulding, seconded by Mrs. Akley, the assembly unanimously voted to adjourn at 5:47 p.m.

Respectfully submitted,
Andrea Poulin

BARRE UNIFIED UNION SCHOOL DISTRICT
(Please send both sides of this back-to-back form)

TRANSFER/CHANGE/TERMINATION NOTIFICATION FORM Complete and Submit to Central Office (please submit via email scan to hr@buusd.org)	Date Received by Central Office: _____
Action (circle all that apply): Transfer Change in Hours/Schedule Change in Wages Termination Other _____	

Name: Naomi Montgomery Location BTMES

Effective Date of Change: July 1, 2020 (Transfer-use the first day of the pay period if possible.)

Section 1: TRANSFER / CHANGE IN HOURS OR WAGES (Fill in both Current and New)

CURRENT:

Current Position: Sped interventionist (Replacement Teacher) **Classification:** Teacher
(e.g. Teacher, Para-Educator, Administrator, Bookkeeper, etc.) (e.g. Teacher, Para, AFSCME, Non-Con A,B,C or D or Admin.)

Hours Per Day: 7.5 **Scheduled Hours:** 8:15 a.m. to 3:45 p.m. **FTE:** 1.0

Current Rate of Pay: _____ (Circle Hourly or Salary) **Hourly-Non Exempt** **Salary- Exempt**

Account Code: 101 3097 51 210 1201 5110

NEW:

New Position: Special Educator **Classification:** Teacher
(e.g. Teacher, Para-Educator, Administrator, Bookkeeper, etc.) (e.g. Teacher, Para, AFSCME, Non-Con A,B,C or D or Admin.)

Hours Per Day: 7.5 **Scheduled Hours:** 8:15 a.m. to 3:15 p.m. **FTE:** 1.0

New Rate of Pay: \$45,549 (P/30) (Circle Hourly or Salary) **Hourly-Non Exempt** **Salary-Exempt**

Account Code: 101 3097 51 210 1201 5110

Administrator Approval Signature: Stacy Andersen

Print Name: Stacy Andersen **Signature Date:** 2/21/2020

Superintendent Approval on Reverse Side



Section 2: TERMINATION/RESIGNATION

Termination Type (Circle One): **Voluntary** **Involuntary**

(Involuntary termination requires pre-approval from the superintendent)

Reason: _____ **Last Day Worked:** _____

Current Position: _____ **Classification:** _____
(e.g. Teacher, Para-Educator, Administrator, Bookkeeper, etc.) (e.g. Teacher, Para, AFSCME, Non-Con A,B,C or D or Admin.)

Administrator Approval Signature: _____

Print Name: _____ **Signature Date:** _____

Please Attached Resignation Letter or Notice for involuntary terminations.

Email completed packet to the HR email - HR@buusd.org. Do not send a paper copies through the pony.

For Central Office Use Only:

Exit Interview Requested: Date _____ **By Whom?** _____

Exit Interview Approval Signature

Date

Superintendent Approval for Change in Employment Status or Termination:

Superintendent

Date

3/9/20

Updated 2/5/20

NAOMI MONTGOMERY

Intentional, Positive, Collaborative

CONTACT

336.213.8811

nmontgomery409@
gmail.com

105 Holly Thorn Trace
Holly Springs, NC 27540

CERTIFICATION

Reading K-12

State of North Carolina
Teaching License

EDUCATION

Bachelor of Arts in
Elementary and Special
Education
Elon University 2001-2005
Summa Cum Laude
Phi Kappa Phi Honor Society

AWARDS

Teacher of the Year
2018-2019
Cedar Fork Elementary

Honor a Teacher Nominee
Cary City of Commerce 2018

Teacher of the Year
2009-2010
Haw River Elementary

PROFFESIONAL DEVELOPMENT

- ELA/Math Common Core
- Creating a Growth Mindset
- Standards Based Grading
- Daily 5
- Writer's Workshop K-5
- Letterland K-2/Fundations
- Assessing Math Concepts
- Incredible Years/PBIS

Licensed educator seeking a position as an instructional support teacher.

- ✓ Fourteen years of experience as a teacher in North Carolina public schools
- ✓ Fourteen years of experience teaching in co-teaching/inclusive classroom settings
- ✓ Skilled at differentiating content and instructional practices to meet individual needs of all students
- ✓ Strong understanding of foundational literacy and math skills
- ✓ Establishes a positive and supportive classroom environment built upon strong personal relationships with each student
- ✓ Experience with standards-based report cards
- ✓ Strong communication skills with students, parents, and staff
- ✓ Commits to the success of the school as a whole

PROFESSIONAL EXPERIENCE

Cedar Fork Elementary, Wake County Public Schools

1st Grade Teacher

2017- 2019

- Mentor Coordinator for 2018-2019: Planned monthly professional development sessions for beginning teachers; managed regular communication and record keeping amongst all mentors and mentees
- Developed rigorous lessons that aligned with common core curriculum
- Instruction was data driven and based on assessments
- Teaching reflected a balance of small group, whole group, partner, and independent activities, with a focus on building 21st century skills
- Provided academic interventions to multiple students
- Participated in grade level and school wide Professional Learning Team
- Modeled lessons for colleagues and for the NC State Wolfpack WORKS program
- Co-chair of the Cedar Fork Chess Club: facilitated bi-weekly meetings with students from various grade levels
- Mentor for two Beginning Teachers: met weekly for support in lesson planning, classroom management strategies, and best practices

Reading and Math Intervention Teacher K-5

2016-2017

- Supported at risk students with foundational skills, through small group and inclusion models
- Implemented, evaluated, and adjusted student intervention plans based on progress monitoring data
- 4th grade ELA classroom teacher from March-June
- Professional Book Club Facilitator: led monthly sessions focused on improving guided reading instruction
- MTSS Coach for 2nd Grade: guided grade level teachers in creating intervention plans and analyzing benchmark data

Kindergarten Teacher

2014-2016

- Grade level chair October 2014-2016: managed a team of 8 kindergarten teachers, facilitated weekly planning sessions and grade level meetings
- School Leadership Team Member- Participated in making decisions to improve the school, delivered information to grade level

Haw River Elementary, Alamance County Public Schools

Kindergarten Teacher 2010-2014

- Mentor Coordinator 2013-2014: designed and facilitated monthly professional development sessions for 18 beginning teachers
- Grade level chair from 2011-2013
- School Improvement Team Secretary from 2012-2013
- Designed and implemented individual behavior plans for students in need of behavior supports
- Implemented schoolwide PBIS framework

1st Grade Teacher 2008-2010

- Co-chair for the Partners in Learning Committee: worked closely with ESL teacher and school translator to create bilingual monthly parent outreach sessions

3rd Grade Teacher 2007-2008

E.M. Holt Elementary, Alamance County Public Schools

3rd Grade Teacher 2005-2007

BARRE UNIFIED UNION SCHOOL DISTRICT

Fy21

NEW HIRE NOTIFICATION FORM

Complete and Submit to the Central Office
(please submit via email to hr@buusd.org)

Date Received by Central Office:

To be Completed by Hiring Administrator: (please leave notes for Central Office on the back page)

Name: Dimitri Kolomeitsev Location: CVCC
 Submission Date: 2-26-2020 Administrator Action/Checklist Complete: (Y) N
 Position: Building Trades Instructor Grade (If Applicable): 11-12
 Endorsement (If Applicable): Apprenticeship Prog. Hourly-Non Exempt/ (Salary-Exempt)
 Hours Per Day: 7.5 Scheduled Hours: 7:35 a.m. to 3:05 p.m.
 Account Code: 102-5002-31-31-0-1311-57110
 Replacement? (Y) N If Yes For Whom? Steve Coulas
 Administrator Approval Signature: Penny Chamberlin
 Print Name: Penny Chamberlin Signature Date: 2/26/2020
REVERSE SIDE: Complete the New Hire Checklist prior to emailing candidate packet for Superintendent review.

For Central Office Use Only:

Contract Completed / / Offer Letter Completed / / DOH
 Total Years of Experience: 14 Step: 5 Salary Placement: B
 Hourly Rate: Salary Rate: \$45,549 (FY20) Seniority Date:
 Contract Type: (Teacher) Para Replacement Interim Offer/Non-Contracted Letters AFSCME N/A
 Days Per Year: 190 Salary: \$45,549 (FY20) Contract Days: 190
 Teacher: AOE Endorsement: YES or NO Provisional/Emergency Required: YES or NO
 Para-Educator: Associates Degree YES or NO (If NO) → ParaPro YES has passed ParaPro or NO will need to take

Superintendent Approval Signature

Date

3/5/20



TOWN OF BARRE, VERMONT

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

CERTIFICATE OF ELECTION BARRE UNIFIED UNION SCHOOL DISTRICT

I, Donna J. Kelty, Clerk of the Barre Unified Union School District, have received the Official Return of Votes for the Annual Barre Unified Union School District Meeting legally warned and held at the Barre Town Middle & Elementary School, in Barre Town, Vermont, and Barre City Auditorium, Barre City, Vermont, on Tuesday, March 3, 2020. The various questions having been duly taken, sorted, counted and also tabulated, the following had the number of votes annexed to their names/items, respectively, for the offices stated:

Article I – To elect three members to the Barre Unified Union School District Board for the ensuing term commencing March 4, 2020 as follows: One Barre Town Director for a term of three (3) years. Two Barre City District Directors for a term of three (3) years.

Voted Item	Barre City	Barre Town	Total
Alice S. Farrell	0	2040	2040
Tim Bolton	1452	0	1452
Write-In	32	26	58
Undervotes	2420	330	2750
Overvotes	0	10	10
Total	3904	2406	6310

Article II - Shall the voters of the Barre Unified Union School District approve the school board to expend \$48,479,968, which is the amount the school board has determined to be necessary for the ensuing fiscal year? It is estimated that this proposed budget, if approved, will result in education spending of \$15,074 per equalized pupil. This projected spending per equalized pupil is 11% higher than spending for the current year.

Voted Item	Barre City	Barre Town	Total
Yes	1017	1210	2227
No	835	1167	2002
Undervotes	99	22	121
Overvotes	1	7	8
Total	1952	2406	4358

Article III - Shall the voters of the school district approve the school board to expend \$3,130,436, which is the amount the school board has determined necessary for the support of the Central Vermont Career Center for the ensuing fiscal year?

Voted Item	Barre City	Barre Town	Total
Yes	1215	1557	2772
No	655	817	1472
Undervotes	81	26	107
Overvotes	1	6	7
Total	1952	2406	4358

Article IV- Shall bonds or notes of the Barre Unified Union School District in an amount not to exceed Two Million Seven Hundred Fifty Thousand Dollars (\$2,750,000), subject to reduction from available state and federal grants-in-aid and other financial assistance, be issued for the purpose of acquiring real estate located at 91 Allen Street in the City of Barre, and rehabilitating the same for use by the Spaulding Educational Alternatives program, the estimated cost thereof being Two Million Seven Hundred Fifty Thousand Dollars (\$2,750,000)?

Voted Item	Barre City	Barre Town	Total
Yes	975	1172	2147
No	860	1191	2051
Undervotes	117	38	155
Overvotes	0	5	5
Total	1952	2406	4358

Dated March 4, 2020 at Websterville, Vermont.

ATTEST:


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

Barre Unified Union School District Annual Meeting (Washington -2-)

OFFICIAL RESULTS for March 3, 2020

At the Annual Barre Unified Union School District Meeting legally warned and held at the Barre Town Middle & Elementary School, in Barre Town, Vermont, on Tuesday, March 3, 2020, various questions having been duly taken, sorted, counted and also tabulated, the following had the number of votes annexed to their names/items, respectively, for the offices stated:

Voted Item	Tabulator	Hand Tally	Totals
Article 1 - To elect three members to the Barre Unified Union School District Board for the ensuing term commencing march 4, 2020 as follows: One Barre Town Director for a term of three (3) years. Two Barre City District Directors for a term of three (3) years.			

FOR SCHOOL DIRECTOR (Vote for not more than one)

Term ending March 2023

Alice S. Farrell	2040	0	2040
Write-Ins	26	0	26
Defective	5	0	5
Undervotes	330	0	330
Overvotes	5	0	5
Totals	2406	0	2406

Article II - Shall the voters of the Barre Unified Union School District approve the school board to expend \$48,479,968, which is the amount the school board has determined to be necessary for the ensuing fiscal year? It is estimated that this proposed budget, if approved, will result in education spending of \$15,074 per equalized pupil. This projected spending per equalized pupil is 11% higher than spending for the current year.

Yes	1210	0	1210
No	1167	0	1167
Defective	5	0	5
Undervotes	22	0	22
Overvotes	2	0	2
Totals	2406	0	2406

Article III - Shall the voters of the school district approve the school board to expend \$3,130,436, which is the amount the school board has determined necessary for the support of the Central Vermont Career Center for the ensuing fiscal year?

Yes	1557	0	1557
No	817	0	817
Defective	5	0	5
Undervotes	26	0	26
Overvotes	1	0	1
Totals	2406	0	2406

Article IV - Shall bonds or notes of the Barre Unified Union School District in an amount not to exceed Two Million Seven Hundred Fifty Thousand dollars (\$2,750,000), subject to reduction from available state and federal grants-in-aid and other financial assistance, be issued for the purpose of acquiring real estate located at 91 Allen Street in the City of Barre, and rehabilitating the same for use by the Spaulding Educational Alternatives program, the estimated cost thereof being Two Million Seven Hundred Fifty Thousand Dollars (\$2,750,000)?

Yes	1172	0	1172
No	1191	0	1191
Defective	5	0	5
Undervotes	38	0	38
Overvotes	0	0	0
Totals	2406	0	2406

I, Donna J. Kelty, Barre Town Clerk-Treasurer and Presiding Officer, do certify the foregoing persons receive the number of votes indicated on the page of this Official Return of Votes.

Dated: March 3, 2020

Attest:

Donna J. Kelty



City of Barre
Official Annual City, Public Safety Authority, and
BUUSD School District Meeting Results
March 3, 2020

<u>Voted Item</u>	<u>Ward I</u>	<u>Ward II</u>	<u>Ward III</u>	<u>Totals</u>
Article XXIX-Shall the Barre City Voters authorize the expenditure of \$5,000 for Washington County Youth Service Bureau / Boys & Girls Club?				
Yes	530	442	377	1349
No	213	122	163	498
Overvotes	1	0	0	1
Undervotes	30	44	30	104
Totals	774	608	570	1952

Central Vermont Public Safety Authority Meeting
FOR AT LARGE BOARD MEMBER (vote for not more than one)

Three-Year Term

DONA BATE	573	457	405	1435
Write-ins	5	1	2	8
Overvotes	1	0	0	1
Undervotes	195	150	163	508
Totals	774	608	570	1952

ARTICLE I - Shall the voters of the Central Vermont Public Safety Authority (CVPSA) appropriate the sum of \$50,000 (\$26,500 from Barre City and \$23,500 from the City of Montpelier) for A Central Vermont Public Safety Telecommunications Needs Assessment and Improvement Plan and CVPSA operating budget for the fiscal year July 1, 2020 to June 30, 2021.

Yes	454	372	317	1143
No	269	181	205	655
Overvotes	1	0	0	1
Undervotes	50	55	48	153
Totals	774	608	570	1952

Barre Unified Union School District
FOR SCHOOL BOARD (vote for not more than two)

Three-Year Term

TIM BOLTIN	575	455	422	1452
Write-ins	8	14	10	32
Overvotes	0	0	0	0
Undervotes	965	747	708	2420
Totals	1548	1216	1140	3904

ARTICLE II - Shall the voters of the Barre Unified Union School District approve the school board to expend \$48,479,968, which is the amount the school board has determined to be necessary for the ensuing fiscal year? It is estimated that this proposed budget, if approved, will result in education spending of \$15,074 per equalized pupil. This projected spending per equalized pupil is 11% higher than spending for the current year.

Yes	387	346	284	1017
No	355	220	260	835
Overvotes	0	1	0	1
Undervotes	32	41	26	99
Totals	774	608	570	1952

City of Barre
 Official Annual City, Public Safety Authority, and
 BUUSD School District Meeting Results
 March 3, 2020

<u>Voted Item</u>	<u>Ward I</u>	<u>Ward II</u>	<u>Ward III</u>	<u>Totals</u>
ARTICLE III - Shall the voters of the school district approve the school board to expend \$3,130,436, which is the amount the school board has determined necessary for the support of the Central Vermont Career Center for the ensuing fiscal year?				
Yes	471	399	345	1215
No	284	163	208	655
Overvotes	0	0	1	1
Undervotes	19	46	16	81
Totals	774	608	570	1952

ARTICLE IV - Shall bonds or notes of the Barre Unified Union School District in an amount not to exceed Two Million Seven Hundred Fifty Thousand Dollars (\$2,750,000), subject to reduction from available state and federal grants-in-aid and other financial assistance, be issued for the purpose of acquiring real estate located at 91 Allen Street in the City of Barre, and rehabilitating the same for use by the Spaulding Educational Alternatives program, the estimated cost thereof being Two Million Seven Hundred Fifty Thousand Dollars (\$2,750,000)?

Yes	384	328	263	975
No	357	227	276	860
Overvotes	0	0	0	0
Undervotes	33	53	31	117
Totals	774	608	570	1952

At the Polling Places of this municipality, the foregoing persons/items received the number of votes indicated on the page of this Official Return of Votes.

 Carolyn S. Dawes, Presiding Officer

 Cheryl Metivier, Other Election Official

 Date

SCHOOL CLOSURE AND DISMISSAL DURING A NOVEL CORONAVIRUS OUTBREAK

Technical Guidance for Local School Officials

Issued by the Vermont Department of Health and the Vermont Agency of Education.

Revised March 10, 2020



VERMONT AGENCY OF EDUCATION
DEPARTMENT OF HEALTH

Introduction

The purpose of this guidance is to provide background information to local school officials as to why, when and how schools might be closed or dismissed in the context of a novel coronavirus (COVID-19) outbreak. Much of the information in this guidance comes from documents published by the US Center for Disease Control and Prevention (CDC) including: [Interim Guidance for Administrators of US Childcare Programs and K-12 Schools](#).

School Closure and School Dismissal as Nonpharmaceutical Interventions (NPIs)

School closure and school dismissal are considered Nonpharmaceutical Interventions or NPIs by the CDC to help slow the spread of novel coronavirus (COVID-19) and to mitigate its impact. NPIs include actions that persons and communities can take to help slow the spread of respiratory viruses. These actions include personal protective measures for everyday use (e.g., staying home when ill, covering coughs and sneezes, and washing hands often) and communitywide measures reserved for pandemics and aimed at reducing opportunities for exposure (e.g., coordinated closures and dismissals of childcare facilities and schools and cancelling mass gatherings).

Types of School Closures and Dismissals

School closure means closing a school and sending all the students and staff members home, whereas during a school dismissal, a school might stay open for staff members while the children stay home. Keeping facilities open during a dismissal allows teachers to develop and deliver lessons and materials remotely to maintain continuity of teaching and learning and allows other staff members to continue to provide services and help with additional response efforts.

There are three types of school closure and dismissal:

- **Selective** closure or dismissal is used when all or most students in the school are at higher risk for complications once infected. For example, a school for medically-fragile children, or for pregnant students may close based on the local situation while other schools in the community may remain open.
- **Reactive** closure or dismissal is used when many students and staff are sick and are not attending school, or many students and staff are arriving at school sick and are being sent home.
- **Preemptive** closure or dismissal is the type being considered early in this COVID-19 response. This type of closure is used in a community to decrease the spread of infection before many students and staff get sick. This decision is guided by the Department of Health and based on information about the spread of COVID-19 in the region.

While any closure decision is the responsibility of the superintendent in consultation with the Secretary of Education, any decision for school closure due to COVID-19 risk should be informed by guidance from the Vermont Department of Health.

Schools that close or dismiss students as an intervention should consider cancelling or postponing after-school activities or events that bring together groups of people in order to reduce transmission of COVID-19.

Making the Decision to Close or Dismiss School

The first step for schools in situations of suspected COVID-19 is to talk with the Vermont Department of Health at (802) 863-7240 (please identify yourself as a school official and we will connect you to the appropriate staff member day or night). The Department will review each case individually and assist local decision makers and the Agency of Education with the best available public health guidance. If you do not have a suspected COVID-19 case among your students or your staff but have other concerns about COVID-19 in your community, we encourage you to consult as needed with both the Department of Health and Agency of Education about how to address those concerns at your school. Community members may be reaching out to schools about their own knowledge of student, staff or community member travel or health, but the most reliable public health information upon which to make a decision will be coming from the Health Department.

Current CDC guidance recommends the following considerations:

If an ill student or staff member attended school prior to being confirmed as a COVID-19 case:

- While local health officials have statutory authority to issue health orders concerning schools and other public places, statewide coordination is critical in the case of a COVID-19 case or outbreak. Decisions regarding preemptive school closure should be made by the superintendent upon the advice of the Commissioner of Health and Secretary of Education. Superintendents should contact the Health Department for guidance and notify the Secretary as soon as possible thereafter. Recommendations for the scope (e.g., a single school, a full district) and duration of school dismissals will be made on a case-by-case basis and reflect the most up-to-date information about COVID-19 and the specific cases in the impacted community.
- Schools should work with the Vermont Department of Health and other relevant leadership to communicate the possible COVID-19 exposure. This communication to the school community should align with the communication plan in the school's emergency operations plan. In such a circumstance, it is critical to maintain confidentiality of the student or staff member as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act.

- Students and staff who are well but are taking care of or share a home with someone with a case of COVID-19 should follow instructions from the Health Department to determine whether or not to attend school.

School officials should also alert health officials about large increases in student and staff absenteeism, particularly if such absences appear due to respiratory illnesses.

Length of Closure or Dismissal

The length of time school should be closed or dismissed will vary depending on the severity of risk. School and program administrators should seek guidance from the Vermont Department of Health and the Agency of Education to determine when students and staff should return to schools and what additional steps are needed for the school community. CDC Guidelines for cleaning and disinfection can be found at [healthychildren.org](https://www.healthychildren.org)

Social Isolation and Monitoring of At-Risk Students and Staff

Potential COVID-19 exposures can create situations where patients are monitored by local health officials and occasionally asked to take social isolation steps. The Vermont Department of Health currently recommends that persons who are returning from China, Iran, Italy or South Korea should stay home and monitor their health for 14 days after returning to the United States. Travelers from Japan should monitor their health for 14 days after returning to the United States.

All travelers who have returned from those countries in the last 14 days should call the Health Department epidemiology and infectious disease staff at (802) 863-7240.

Waiver of Student Attendance Days

The closure or dismissal of a school due to COVID-19 may qualify as an emergency reason under [State Board of Education Rule 2300](#) in support of a waiver request from the minimal number of student attendance days required during a school year. It is important to consult with the Secretary of Education in advance of making a school closure or dismissal decision in order to assess the qualifying emergency nature of such a decision relative to state attendance regulations.

School districts should also review their student attendance policies. A student should not be penalized for absences that are the result of following medical advice or the guidance of the Department of Health. If there are circumstances surrounding a particular individual that indicate a risk to public health, the Department of Health will provide specific guidance to the school district.

School Meals Programs

Schools may continue to provide reimbursable meals to low-income children during school closures and dismissals through the Summer Food Service Program and the Seamless Summer Option in the National School Lunch Program with approval from the Agency of Education's Child Nutrition Program. While these Programs typically require meals to be eaten on site, the congregate meal requirement can be waived by the USDA. The Agency of Education is in the process of requesting such a waiver. Local school officials should consult with the Agency of Education before offering reimbursable meals when a school is closed or dismissed due to COVID-19.

The Provision of Special Education and 504 Services

The Federal Office of Special Education Programs (OSEP) is currently developing formal guidance around supporting the needs of students with disabilities during the COVID-19 outbreak. The Agency of Education anticipates that this guidance will be released during the week of March 9, 2020. In the meantime, when a school is closed due to COVID-19 and an LEA does not provide any educational services to the general student population, then an LEA would not be required to provide services to students with disabilities during that same period. If an LEA continues to provide educational opportunities to the general student population during a school closure, the school must ensure that students with disabilities also have equal access to the same opportunities, including the provision of FAPE.

Once school resumes, the LEA must make every effort to provide special education and related services to the child in accordance with the child's individualized education program (IEP) or, for students entitled to FAPE under Section 504. IEP Teams would be required to make an individualized determination as to whether compensatory services are needed to make up for any skills that may have been lost because of an extended school closure.

EARLY CHILDHOOD CARE AND EDUCATION PROGRAMS CLOSURE AND DISMISSAL DURING A NOVEL CORONAVIRUS OUTBREAK

**Technical Guidance for Child Care, Head Start and public and private
Prekindergarten Education Programs**

Revised: March 10, 2020

Issued by the Vermont Department of Health, the Vermont Agency of Education, and the
Department for Children and Families



VERMONT

**DEPARTMENT OF HEALTH
AGENCY OF EDUCATION
DEPARTMENT FOR CHILDREN AND FAMILIES**

Introduction

The Vermont Department of Health has developed this guidance to assist child care, Head Start and public and private PreK education programs with their response to 2019 novel coronavirus disease (COVID-19) outbreak. While the situation is evolving, we believe that those over 60, with compromised immune systems or those with chronic medical conditions may be at higher risk for severe illness from COVID-19. Schools and child care facilities have experience managing respiratory infections and outbreaks among children and staff and should apply the same outbreak management principles to COVID-19. Additional resources on how schools and child care facilities can prepare for and manage COVID-19 can be found [on the CDC website](#):

Child care facilities are encouraged to use prevention and mitigation strategies rather than closing facilities until there is evidence that a case is linked to the program or child care facility in some way.

While any closure decision is the responsibility of the child care facility and its leadership, any decision for school closure due to COVID-19 risk should be informed by guidance from the Vermont Department of Health.

Prepare

- **Stay informed about the local COVID-19 situation.** Know where to turn for reliable, up-to-date information. Monitor the [CDC COVID-19 website](#) and the [Vermont Department of Health website](#) for the latest information.
- **Develop, or review, your emergency response plan.** Ensure your facility has a plan that includes strategies to reduce the spread of disease and establishes mechanisms for ongoing communication with staff, children, volunteers, families, and the community. This should be done in collaboration with local health departments and other relevant partners.
- **Monitor and plan for absenteeism.** A COVID-19 outbreak in your community could lead to staff and children being absent. Prepare alternative staffing plans to ensure as many of your staff are available as possible. See the [Department of Health's](#) Resources for schools, child care programs and colleges and Guidance for businesses sections for more specific information.
- **Establish relationships with key healthcare and public health partners in your community.** Make sure you know about healthcare and public health emergency planning and response activities in your community and establish open lines of communication with leadership in your region. For contact information for your local health office, visit: healthvermont.gov/local
- **Update an emergency contact list.** Update emergency contact lists for families, staff and key resources and ensure the lists are accessible in key locations in your facility. For example, know how to reach your local or state health department in an emergency.
- **Develop a communications plan.** A key component to being prepared is developing a communication plan that outlines how you plan to reach different audiences (e.g.

families, staff, community) including ensuring all communications are culturally and linguistically appropriate as well as accessible for individuals with disabilities.

Communicate

- **Communicate about COVID-19 with your staff.** Share information about what is currently known about COVID-19 and your program's emergency response plans. Communicate your expectations for modeling respiratory etiquette, staying home when sick, and supporting employees who need to take care of a sick family members.
- **Communicate about COVID-19 families.** Provide updates about changes to your policies or operations. Use all communication channels available to you, including direct communications (face-to-face, letters), electronic communications (your program's website or social media pages), and parent meetings to share updates. *It is critical to maintain confidentiality for staff and children.* Make sure to plan ahead for linguistic needs, including providing interpreters and translating materials.
- **Intentionally and persistently combat stigma.** Misinformation about coronavirus and COVID-19 can create fear and hostility that hurts people and makes it harder to keep everyone healthy. We're stronger as a community when we stand together against discrimination. Take advantage of these [resources](#) to prevent, interrupt, and respond to stigma.

Prevent

- **Encourage sick individuals to stay home.** Instruct all staff, children, families, and volunteers to self-screen at home. If children or staff become sick while at your program, keep sick individuals separate from well children and staff until they can leave. Ensure that your sick leave policies are flexible and consistent with public health guidance and that staff are aware of these policies.
 - If individuals have fever, cough or shortness of breath and have not been around anyone who has been diagnosed with COVID-19, they should stay home away from others until 72 hours after the fever is gone and symptoms get better.
 - If an individual believes they have had close contact to someone with COVID-19 but are not currently sick, they should monitor their health for fever, cough, and shortness of breath during the 14 days after the last day they were in close contact with the sick person with COVID-19. They should not go to work, child care, or school and should avoid public places for 14 days.
- **Post signs.** As part of routine measures for the respiratory season, existing [signs](#) should be visible that reminds staff, visitors, and children to perform hand hygiene (sneeze/cough into their elbow, put used tissues in a waste receptacle and to wash hands immediately after using tissues). Recommend everyone to avoid close greetings like hugs or handshakes.
- **Perform routine environmental cleaning.** Follow the program's routine cleaning and disinfecting practices. Clean and [disinfect](#) frequently touched objects and surfaces. Ensure that all objects that children put in their mouths are cleaned and disinfected before another child is allowed to play / use it.

- **Emphasize normally recommended actions to prevent the spread of disease.** You can help children and staff reduce their risk for getting and spreading viral respiratory infections by encouraging them to take simple steps which will also prevent COVID-19. These include:
 - Frequent hand washing with soap and water for at least 20 seconds, especially after going to the bathroom, before eating, and after they blow their nose. Help young children do the same. If hands are visibly dirty, use soap and water to clean hands.
 - If soap and water are not readily available, using an alcohol-based hand sanitizer with at least 60% alcohol.
 - Advise children and staff to avoid touching their eyes, nose, and mouth with unwashed hands.
 - Cover coughs or sneezes with a tissue, then throw the tissue in the trash and clean hands with soap and water or hand sanitizer (if soap and water are not readily available).
 - Provide adequate supplies for good hygiene (including cleaning handwashing sinks) such as soap, paper towels, and alcohol-based hand sanitizer.

Mitigate

- **If there is an identified case of COVID-19 in your community, work in close collaboration and coordination with the [Vermont Department of Health](#) to make decisions regarding measures to reduce the spread of COVID-19.**
- **Communicate about potential exposure to COVID-19.** It is critical to maintain confidentiality for staff and children while working to address potential fear and anxiety of families and staff.
- **Determine if, when, and for how long it may be appropriate to dismiss school and child care programs.** In general, schools and child care facilities should only close if a child, staff member, administrator, or family child care household member has been diagnosed with a confirmed case of COVID-19.
 - The length of time a child care program should be closed or dismissed will vary depending on the severity of risk. Child care program directors / owners and family child care providers should seek guidance from the Vermont Department of Health to determine when children and staff should return to the child care program and what additional steps are needed to protect the child care program. CDC Guidelines for cleaning and disinfection can be found at: [healthychildren.org](https://www.healthychildren.org)
 - It is not recommended to close schools or child care facilities for cleaning if there are no confirmed cases of COVID-19 associated with the facility or child care program.
- **Assess the impacts of any decisions you make on the families you serve.** There are equity implications for any decision you may make, and the families you work with will

be able to provide you the best feedback on and guidance on how to move forward in a child- and family-centered way.

- **For family child cares, you are reminded to** use existing practices of separating sick family members or caregivers from children in your care.

Social Isolation and Monitoring of At-Risk Children and Staff

Potential COVID-19 exposures can create situations where patients are monitored by local health officials and occasionally asked to take social isolation steps. The Vermont Department of Health currently recommends that persons who are returning from China, Iran, Italy, South Korea or Japan immediately contact the Department of Health. Current CDC guidance suggests that travelers from China, Iran, Italy and South Korea stay home and limit contact with anyone outside the home for 14 days from the last day in the affected country. Travelers returning from Japan should monitor their health for 14 days after returning to the United States.

Resources

Questions about COVID-19? **Dial 2-1-1**

[Vermont Department of Health COVID-19 site](#)

[Parent and Caretaker guide for helping families cope with COVID 19](#)

[Just For Kids: A Comic Exploring The New Coronavirus](#)

[Talking to Children About COVID-19 \(Coronavirus\) - A Parent Resource \(English Resource\)](#)

[Talking to Children About COVID-19 \(Coronavirus\) - A Parent Resource \(Spanish Resource\)](#)