

**BARRE UNIFIED UNION SCHOOL DISTRICT
BOARD MEETING**

April 9, 2020 at 5:30 p.m.
Via Video Conference

Click this link to join the meeting remotely:

<https://zoom.us/j/202702327?pwd=Z050YTZXa0hrNG5wWDNjdHd5WHJtOT09>

**Please Note: If you attend the meeting remotely you must state your name for the record to satisfy the
Open Meeting Law**

AGENDA

1. Call to Order
2. Additions or Deletions with Motion to Approve the Agenda
3. Public Comment for Items Not on the Agenda
4. Approval of Minutes
 - 4.1. Meeting Minutes - March 26, 2020
 - 4.2. Special Meeting Minutes - April 7, 2020
5. Reports to the Board
 - 5.1. Central Office Report
 - 5.2. Building Reports
 - 5.2.1. SHS
 - 5.2.2. BCEMS
 - 5.2.3. BTMES
 - 5.2.4. CVCC
 - 5.3. Committee Reports (5:30 pm via Zoom conference)
 - 5.3.1. Facilities/Transportation Committee: Meeting - April 13, 2020
 - 5.3.2. Finance Committee: Meeting - April 14, 2020
 - 5.3.3. Policy Committee: Meeting - April 20, 2020
 - 5.3.4. Curriculum Committee: Meeting - April 28, 2020
 - 5.3.5. Communications Committee: Meeting - May 7, 2020
 - 5.3.6. Negotiations Committee: TBD
 - 5.3.7. Regional Advisory Board (RAB): Meeting May 4, 2020; 4:00 pm; CVCC Plumbing & Heating, Room 26
 - 5.4. Financials
6. Current Business
 - 6.1. School Closure Update
 - 6.2. Resign/Retire/New Hire **[ACTION]**
 - 6.3. Approval to Apply for CFP Grant **[ACTION]**
 - 6.4. Bond Anticipation Note **[ACTION]**
 - 6.5. Field Trips
 - 6.6. Ratify AFSCME Agreement **[ACTION]**
7. Old Business
 - 7.1. Personnel Committee
 - 7.2. Superintendent Search Update
 - 7.3. Vision, Mission & Strategic Goals
 - 7.3.1. Portrait of a Graduate

8. Other Business/Round Table
9. Future Agenda Items
10. Executive Session
11. Adjournment

Reminder:

Next BUUSD Board Meeting: April 23, 2020 at 5:30 pm; Central Office or via Zoom

BOARD MEETING NORMS

- Keep the best interest of the school and children in mind, while balancing the needs of the taxpayers
- Make decisions based on clear information
- Honor the board's decisions
- Keep meetings short and on time
- Stick to the agenda
- Keep remarks short and to the point
- Everyone gets a chance to talk before people take a second turn
- Respect others and their ideas

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BARRE UNIFIED UNION SCHOOL DISTRICT BOARD MEETING

BUUSD Central Office – First Floor Conference Area
Meeting held electronically via Zoom
March 26, 2020 - 5:30 p.m.

MINUTES

BOARD MEMBERS PRESENT:

Paul Malone (BT) - Chair
Sonya Spaulding (BC) – Vice-Chair
Victoria Pompei (BT) – Clerk
Gina Akley (BT)
Tim Boltin (BC)
Emel Cambel (BC)
Giuliano Cecchinelli (BC)
Alice Farrell (BT)
Guy Isabelle (At-Large)

BOARD MEMBERS ABSENT:

ADMINISTRATORS PRESENT:

John Pandolfo, Superintendent
Josh Allen, Communications Specialist
Stacy Anderson, Co-Director of Special Services
Jason Derner, Alternative Education Administrator
Carol Marold, Director of Human Resources
Annette Rhoades, Assistant Director of Special Services
Brenda Waterhouse, SHS Principal

GUESTS PRESENT:

Video Vision	Dave Delcore – Times Argus	Adam Chase	Sara Chase	Randy Edmonds
Lisa Felch	Susan Holson	Prudence Krasofski	Ben Matthews	Ted Mills
Kelly Pembroke	Amanda Poor	Jean Savoy		

1. Call to Order

The Chair, Mr. Malone, called the Thursday, March 26, 2020, Regular meeting to order at 5:37 p.m., which was held at the BUUSD Central Office in the First Floor Conference Room with all participants participating on-line via Zoom.

As the meeting was held electronically, via Zoom, a roll-call vote was taken for each action item. Each Board Members was individually polled and voted to approve all motions that are listed as unanimously approved.

2. Additions and/or Deletions with a Motion to Approve the Agenda

7.2 Superintendent Search Update – discuss out of order, after Agenda Item 4.1.

On a motion by Mrs. Pompei, seconded by Mr. Boltin, the Board unanimously voted to approve the Agenda as amended.

3. Public Comment for Items Not on the Agenda

None.

4. Approval of Minutes

4.1 Approval of Minutes – March 12, 2020 Regular Meeting

On a motion by Mrs. Pompei, seconded by Mr. Boltin, the Board unanimously voted to approve, as amended, the Minutes of the March 12, 2020 Regular Meeting.

5. Reports to the Board

5.1 Central Office

The BUUSD Central Office Newsletter for March 2020 was distributed. It was noted that the Early Education Open House, scheduled for March 19, 2020 has been postponed.

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5.2 Building Reports

5.2.1 Spaulding High School

The Principal's Report dated March 2020 was distributed. The Report included information pertaining to; Athletics, Students & Community, the COVID-19 Response, and Persons of the Week (Students, Athletes, and Staff). A copy of the SHS Newsletter for March 2020 was also distributed. There were no questions from the Board.

5.2.2 Barre City Elementary and Middle School

A document titled 'Barre City Elementary & Middle School' was distributed. The document included highlights relating to; the Social Contract, Outdoor Learning, the Walk-Run-Fun Event, 5th Grade Music, Snowshoeing, and Disability Awareness. There were no questions from the Board.

5.2.3 Barre Town Middle and Elementary School

The BTMES Building Report dated March 12, 2020 was distributed. The Report included information pertaining to; Coronavirus, the ECO Program, the Generator, School Closure (for in-service on 03/20/2020), Parent/Teacher Conferences, the Scholastic Book Fair, and Thanks to voters for supporting the school/budget. A copy of the BTMES Newsletter for March 2020 was also distributed. There were no questions from the Board.

5.2.4 Central Vermont Career Center

A document titled 'CVCC March 2020 Industry Education Glimpse' was distributed. The document included Program and Student highlights, as well as field trip information. There were no questions from the Board.

5.3 Committee Reports

The Board agreed that Committee meetings should resume. Committee meetings will be held electronically, utilizing Zoom. Meetings will resume in April, using the regular committee meeting schedule unless otherwise noted.

5.3.1 Policy Committee

The next meeting is Monday, April 20, 2020 at 5:30 p.m. via Zoom.

5.3.2 Curriculum Committee

The next meeting is Tuesday, April 28, 2020 at 5:30 p.m. via Zoom.

5.3.3 Finance Committee

Minutes from the March 10, 2020 meeting were distributed.

The next meeting is Tuesday, April 14, 2020 at 5:30 p.m. via Zoom.

The regular meeting date 04/07/2020 is reserved for superintendent candidate interviews.

5.3.4 Facilities and Transportation Committee

Minutes from the March 9, 2020 meeting were distributed.

The next meeting is Monday, April 13, 2020 at 5:30 p.m.

5.3.5 Communications Committee

There will not be a meeting in April. The next meeting is scheduled for Thursday, May 7, 2020 at 5:30 p.m. via Zoom.

5.3.6 Negotiations Committee

The next meeting date is to be determined.

5.3.7 Regional Advisory Board

Minutes from the February 10, 2020 meeting were distributed.

The next meeting is May 4, 2020 at 4:00 p.m. at CVCC in the Plumbing & Heating, Room 26, though this is subject to change.

A copy of the Agenda for this meeting was distributed.

5.4 Financials

Year-end Projection Reports for the BUUSD and CVCC (both dated 03/10/2020) were distributed.

Mrs. Spaulding is hoping to see some information regarding how the school closures and on-line learning will impact the budget.

6. Current Business

6.1 School Closure Update

Two documents were distributed; 'Vermont Attorney General's Office Guidance on the Vermont Meeting Law, Physical Distancing and COVID-19', and 'Vermont Legislative Joint Fiscal Office – Education Finance Issues Raised by COVID-19'. Mr. Pandolfo advised that a new press release was just received from the Governor's Office. Governor Scott has just announced that he has

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dismissed schools from in-person instruction for the remainder of the academic year. Additional guidance has come out and more will be announced and shared in the future. Mrs. Farrell queried regarding possible opportunities for small groups of children to meet in homes. Mr. Pandolfo has not heard any discussion on that topic, but will be sharing information as it is provided. In response to a query, Mr. Pandolfo advised that he believes the lunch program, a critical component, will continue. There are currently no plans to stop the program, though there may be a change to the delivery system/schedule. In response to a query regarding a focus to assure that all students have access to the internet, Mr. Pandolfo advised that staff members are currently working on that matter and to assure that all students (grades 5 – 12) have devices. Analysis is still being performed relating to students in grades 4 and below (devices and Wi-Fi access). Mr. Pandolfo advised that there is still much to be figured out, utilizing guidance from the State. There remain many unanswered questions. Mr. Pandolfo provided an overview relating to the time and energy related to the Childcare Program, including student counts, staffing (volunteers working quarter day shifts, resulting in much contact between children and different adults). Staffing is a major concern and it has been determined that the program can't be staffed beyond next Wednesday, (04/01/2020). All but one of the parents who use the program have alternatives for childcare. Mr. Pandolfo advised that the BUUSD has done all it can to provide childcare, but it is no longer feasible to run the program. Custodial staff have been cleaning the buildings, including the childcare rooms. As meals are being prepared at BCEMS, there is still a need for ongoing cleaning of some areas. The BUUSD needs to continue to maintain its buildings, and is doing well with minimal staff. Building access points are now limited, and staff only access the buildings for essential tasks. The BUUSD is following all guidelines put forth by the State. In response to a query, it was noted that plowing continues. Teachers are creating packets of work for younger students/parents. Teachers are in touch with students/parents, and are working on having a reasonable amount of contact. In response to a query regarding concern over students who are not in a 'safe environment', Mr. Pandolfo advised that administrators and staff are also concerned, and are "stepping up to the task", working to monitor these types of situations. Lisa Felch, a first grade teacher who is also on the Leadership Team reported that teachers are required to have contact with students 3 times per week, and are logging comments. Contact is via Zoom, telephone, and other electronic means. PLG meetings are being held and staff members are connecting with families as much as possible. Mr. Pandolfo advised that Ms. Felch's summary of student/parent contact is typical at all schools. Mrs. Akley acknowledged that the BUUSD is asking a lot of its teachers, parents, and students, and that though everything won't be perfect, it is currently working. Many parents are feeling much pressure, and should be advised that they are not expected to recreate school at home. Mr. Cecchinelli queried regarding whether the State would be developing any policies relating to learning from home. Mr. Pandolfo reiterated that new information is coming out constantly. Amanda Poor queried regarding the Phoenix Program and graduation. Mr. Pandolfo advised that the ultimate decision will be made by the Governor or the Secretary of Education, but he believes something will be worked out. Regarding the fiscal impact, Mr. Pandolfo advised that he doesn't anticipate it will hit the BUUSD bad in FY20, and he is more concerned with the fiscal impact in FY21. Mrs. Farrell advised that the State is working with individuals from other states who have had similar schooling issues in the past (due to natural disasters).

6.2 Resignations/Retires/New Hires

Letters of resignation from Joanne Campisi, John C. "Chris" Cunningham, Victoria Everett, and Amy Ross were distributed. Mr. Pandolfo provided a brief overview of the resignations.

On a motion by Mr. Cecchinelli, seconded by Mrs. Farrell, the Board unanimously voted to accept the resignations of Joanne Campisi, John C. "Chris" Cunningham, Victoria Everett, and Amy Ross.

The resumes and BUUSD Notification of Employment Status Forms for Benjamin Thomas (BTMES 6th grade) and Sophia Chamberlain (BTMES Speech/Language Pathologist) were distributed.

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

On a motion by Mr. Cecchinelli, seconded by Mrs. Spaulding, the Board unanimously voted to approve the hiring of Benjamin Thomas and Sophia Chamberlain.

6.3 Non-Renewals

There are no known non-renewals to present.

6.4 2020 – 2021 Calendar

A copy of the Regional Calendar for the BUUSD for Academic Year 2020 – 2021 was distributed. Mr. Pandolfo advised that the superintendents who use CVCC coordinate creation of the schedule. The schedule presented this evening is the final schedule and will be submitted to the Agency of Education.

6.5 TIME Grant

A copy of an e-mail from Penny Chamberlin to Tina Gilbert (dated 03/18/20) was distributed. Mr. Pandolfo provided a brief overview of the grant that would be used for equipment for the Emergency Services and Medical Professions Programs. Mr. Pandolfo is looking for Board approval so that a grant application may be submitted. It is unknown why Ms. Chamberlin's letter advises that she will be applying for a second grant, when the letter also states that only one grant can be received.

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On a motion by Mr. Cecchinelli, seconded by Mrs. Spaulding, the Board unanimously voted to approve submission for the TIME grant as described in the documentation included with the Board packet.

6.6 FY21 Perkins Summary

A document titled 'Center Vermont Career Center – Perkins FY21 Summary' (dated 03/18/20) was distributed. Mr. Pandolfo provided a brief overview of the summary document.

On a motion by Mrs. Spaulding, seconded by Mr. Boltin, the Board unanimously voted to approve the FY21 Perkins Summary.

7. Old Business

7.1 Personnel Committee Discussion

A document titled 'About School Board Personnel Committees' was distributed. Mrs. Farrell provided a brief overview of the document, advising that she believes the Board as a whole, does accomplish many of the tasks outlined in the document and that she does not believe there is a need to form a committee. Mr. Cecchinelli advised that he brought this topic up for discussion because of past discussions relating to how teachers do their jobs and the process and effectiveness of staff evaluations. Mr. Cecchinelli reminded the Board regarding very long previous discussions on this topic. Mr. Pandolfo suggested the Board consider allowing the Negotiations Committee to pick up some of the topics outlined in the document (when not working on negotiations). Mr. Malone polled the Board regarding their preference. The Board did not reach a consensus and some Board Members raised concern of conflicts of interest if the Negotiations Committee was involved in some of tasks/items. It was agreed to table discussion until a future meeting.

7.2 Superintendent Search Update

A copy of a March 24, 2020 Press Release was distributed. Mr. Malone advised that the Search Committee interviewed three candidates and that Board Members should have received packets containing resumes and the questions that were posed to candidates during Committee interviews. Ms. Holson advised that the Committee interviewed three candidates and that all three candidates will be presented to the Board. Ms. Holson advised that the list of candidates was provided to the Agency of Education, and they have advised that there are no licensing issues with any of the candidates. Board interviews are scheduled for April 7, 2020. The Board should convene at 5:30 p.m., and interviews will begin at 6:00 p.m. One hour is allotted for the interview of each candidate, with a 15 minute break between interviews. The meeting and all interviews will be done via live-stream. Live-stream forums will be held on April 6, 2020 for interviews with staff and faculty. Feedback will be collected after the forums and will be presented to the Board. The Committee's interview questions will be provided to the Board. Ms. Holson advised that the packet of information will also include an Executive Summary. The Board should compile a list of questions. Approximately 10 to 12 questions is appropriate for a one hour interview. Questions should be concise and open ended. A dialogue format is more informative. It was confirmed that Ms. Holson will attend the interviews and be present for the discussion and deliberative process. Mrs. Akley voiced concern that the format is very challenging and queried regarding interviews being productive. Ms. Holson advised that the interviews were managed quite well, with one individual asking all of the questions. Ms. Holson encourages Board Members to use computers during the interviews, rather than their phones or tablets, citing that computers have more features. Ms. Holson advised that she will inform Board Members regarding questions that they cannot ask during interviews. Mrs. Marold reiterated that the Committee's interview system worked well, and advised that she and Mr. Allen are working on setting up the forums, including upgrading Zoom to allow for up to 100 participants. Mrs. Marold will be sending out information for each meeting and will send a final e-mail once all of the forums have been set. In response to a query regarding the possibility of utilizing the auditorium, for in-person interviews (utilizing social-distancing guidelines), Mr. Malone advised that per the Governor's request on distancing, on-line interviewing is the best platform.

7.3 Vision, Mission & Strategic Goals

7.3.1 Portrait of a Graduate

Mrs. Spaulding advised that she has no additional information at this time. This item will be added to a future agenda.

8. Other Business/Round Table

Mrs. Spaulding advised that she is very impressed with the level of community member participation via Zoom, and thanked staff and administrators for their efforts during this challenging time.

Mr. Boltin advised that he believes the schools/teachers are doing a great job transitioning over to on-line learning, and advised that it is important to expediently put out as much information to students/parents as possible.

Mrs. Farrell queried regarding anything that the Board, administrators, or staff can do to help relieve the anxiety of parents and students.

Mrs. Akley agrees with all of the comments expressed by fellow Board Members, and reiterated that she believes the BUUSD is doing a great job keeping everyone connected. Mrs. Akley is glad to be a part of the BUUSD.

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Ms. Cambel has been awed with the commitment of the Board and staff and is very impressed with how well individuals have made accommodations.

Mr. Isabelle echoed the thoughts of the other Board Members.

Mrs. Pompei believes the BUUSD has done a great job communicating with the public and recognized the individuals (employees and volunteers) who are running the food program.

Mr. Malone advised that Administrators and the Superintendent have done a phenomenal job.

Mr. Pandolfo thanked Administrators, Staff, Ashley Young (liaison for the food service program), food service volunteers, food service provider Aladdin, STA, and recognized Sara Chase. Mr. Pandolfo recognized that working through the pandemic has been a tremendous undertaking, involving much effort, and advised that it may be beneficial to slow down and 'take a breath'. Mr. Pandolfo also recognized the 'big picture' noting that the pandemic has caused disruption to the lives of many, including health care professionals, hospitals, governmental employees, and other various individuals, advising that everyone has a role.

Mr. Pandolfo advised that the number of meals going out to students is now close to 600. Robo-calls were made last Friday (03/20/20) and Monday 03/23/20), to assure that those without internet access are kept informed.

Mr. Allen encouraged Board Members and members of the public, to look at some of the photos that parents have been posting on Facebook.

9. Future Agenda Items

The next three meetings are scheduled as follows:

Tuesday, April 7, 2020 at 5:30 p.m. via Zoom – This is a Special Board Meeting for the purpose of interviewing candidates for the position of Superintendent

Thursday, April 9, 2020 at 5:30 p.m. via Zoom – Regular Board Meeting

Thursday, April 23, 2020 at 5:30 p.m. via Zoom – Regular Board Meeting

Agenda Items:

- Board Reports (may be included in School Closure Update)
- Resignations/Retirements/New Hires
- School Closure Update – Share Information Regarding What is Working Well
- Mission/Vision Statement (information may not be available for the April 9, 2020 meeting)
- Personnel Committee
- Policies

10. Executive Session

10.1 Non-Contracted Increases

Non-Contracted Increases was proposed for discussion in Executive Session.

On a motion by Mrs. Spaulding, seconded by Mr. Cecchinelli, the Board unanimously agreed to find that premature general public knowledge of the item proposed for discussion would clearly place the Barre Unified Union School District at a substantial disadvantage should the discussion be public.

On a motion by Mrs. Spaulding, seconded by Mrs. Farrell, the Board unanimously voted to enter into Executive Session, with Mr. Pandolfo in attendance, at 7:36 p.m. under the provisions of 1 VSA section 313 to discuss the item proposed for discussion.

The remaining information was provided by the Board Clerk.

On a motion by Ms. Cambel, seconded by Mrs. Farrell, the Board unanimously voted to exit Executive Session at 8:43 p.m.

11. Adjournment

On a motion by Mrs. Pompei, seconded by Mrs. Farrell, the Board unanimously voted to adjourn at 8:44 p.m.

Respectfully submitted,
Andrea Poulin

Lisa Perreault, SFO
Business Manager

Jessica Barewicz
Director of Curriculum, Instruction, and
Assessment

Donald E. McMahon, M.Ed.
Stacy Anderson, M.Ed.
Co-Directors of Special Services

Annette Rhoades
Assistant Director of Special Services



Barre Unified Union School District

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John Pandolfo
Superintendent of Schools

Doing whatever it takes to ensure success for every child.

Carol Marold
Director of Human Resources

Emmanuel Ajanma
Director of Technology

Lauren May
Director of Early Education

Jamie Evans
Director of Facilities

Josh Allen
Communications Specialist

April 9, 2020

TO: Members of the Barre Unified Union School District Board.

RE: Central Office Report

Please accept the following report to the BUUSD Board:

1. Superintendent's Office:

- a. We are setting up for board and committee meetings to occur via Zoom until further notice.
- b. Teacher and Para-Educator negotiations will restart on April 15 (remotely) after the cancellation of the March 18 and April 1 meetings.
- c. The sections below cover much of what is underway to address the efforts to run a school system with little to no face-to-face contact. I am proud of the work that everyone is doing under extremely challenging circumstances. Our goal is to design a system that can be sustained through June.
- d. Josh talks about communication below. I will add that I am sending communication out to families, staff and the community each Monday, Wednesday, and Friday; and building leaders are trying to send communication out on Tuesday and Thursday.

2. Curriculum, Instruction and Assessment

- a. We continue to work on planning for remote learning. The Instructional Leadership Team will prepare the Continuity of Learning Plan (CLP) which will define how education will be "delivered" to students for the remainder of the year. The four guiding principles established by the AoE for Continuity of Learning are:
 - i. Health and Safety
 - ii. Equity
 - iii. Relationships
 - iv. Remote Learning

The plan will consist of four sections:

1. Communication
2. Structures for Student Success
3. Instruction and Feedback
4. Ensuring Accessibility

Each section contains Essential Elements to address as we design the plan and our learning. Much of this planning work has happened already; we are now at the point of compiling this and entering it into the template provided by the state. This provides the opportunity for further coordination, consolidation, streamlining, and refining.

- b. In the midst of the current crisis, we continue to track grants for this year and plan for next year, to the best of our ability and given the constraints we face.

3. Communications:

- a. Lots of Communication: Since this state of emergency has been declared, it's been "pedal to the metal" in the Communication world. Whether we are communicating with parents, students, or staff, there's always something daily that needs to go out. I've also been working with Carol Marold and Susan Holson on organizing the Superintendent Candidate Online Forum that we will be hosting live on YouTube. I'll be running the livestream from my house from 2:30 PM to 8:30 PM on Monday April 6.
- b. Staying in touch: I've been meeting through Zoom biweekly with all other Communication Specialists in Vermont to hear different communication strategies around COVID-19 and how others have been handling the ever changing situation. It has been super useful and I've taken away a lot from each meeting that I've been applying here in Barre.

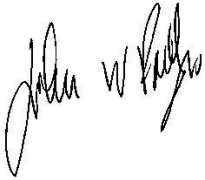
- c. Website Upgrades: When COVID-19 Communication isn't taking up my time, I've been coming up with a list of website upgrades we can tackle as projects during the time at home. With the help of Dan Smith from IT, we've now upgraded our website so we have to authenticate through Google, which increases the security for our admin users. Some upcoming projects we will be working on are, Teacher Pages, Social Media Integration, and more.
4. Business Office:
 - a. Food service meal delivery has been going wonderfully thanks to Ashley Young, Monica Tolman, Tammy Cochran and several dedicated staff members who have volunteered to ride the buses Deliveries are now Mondays, Wednesdays, and Fridays with meals (breakfast/lunch) provided for 7 days a week. Parents and children have been very appreciative. Extra supplies that the District needed to purchase, such as coolers and meal trays, will likely be reimbursed by funding from the CARES Act through the AOE. An average of 500 meals have been served daily all of which will be reimbursed by USDA federal SFSP.
 - b. FY20 year end projections will be shared with the finance committee on April 14, 2020. Directors and building administrators along with their administrative assistants/bookkeepers are reviewing open purchase orders to determine if encumbrances need to be cleared. This will allow for a more solid year end projection.
 - c. Also at the finance committee meeting we will discuss an update on the SEA property. We are in communication with the seller to move the closing date up to June 1. The Bond Anticipation Note will allow us to move forward with the purchase of the property, design work, and permitting.
 - d. We are carefully reviewing contracts with service providers to determine if there is a need to modify/amend given the abrupt closure of the buildings. Guidance from VSBIT is that each contract is complex and it is important to have ongoing conversations with contracted service providers to determine together what approach makes sense for all parties. It is also recommended that we loop in the District attorney before making decisions concerning specific contracts.
5. Special Education:
 - a. We are conducting interviews this week for the Assistant Director of Special Services position and hope to find a suitable candidate to move forward to an interview with the Superintendent by the week of April 6th.
 - b. We continue to work through the Vermont AOE COVID-19 guidance for the purpose of providing clarity of expectations for special educators and related services. We are communicating with our staff using various platforms such as email, Zoom meetings and phone calls.
 - c. As required by the Vermont AOE, the department has been working diligently to communicate with families to create Distance Learning Plans for all Pre-K to 12 students on IEPs. The focus until late was on "maintenance of learning", but as of April 13th the focus will shift to "continuity of learning".
 - d. We have been working in collaboration with building administrators and our technology department to identify students in need of technology to support their special education and regular education needs. Many thanks to our technology department staff for all of their work with this!
 - e. Consultation about building design and permitting for the SEA program is continuing with the architect. A rough timeline has been drafted and initial floor-plan and exterior grade sketches are being reviewed for feedback.
6. Technology:
 1. I shared some guidelines with staff and families around online meetings with students. The guidelines contain general expectations regarding those who join the BUUSD online meetings with students.
 2. We are continuing to distribute Chromebooks to students in order to support remote learning during the school closures due to COVID-19.
 3. We are working with our vendors to expedite deliveries of technology items we are ordering to support learning. Many tech devices are limited in supply or totally out of stock. Chromebooks repair parts now take between 6 to 8 weeks to arrive. We are hoping for things to ease up before we start our bulk ordering for the next school year.
7. Early Education:
 - a. We continue to coordinate with the agencies of Education and Health and Human Services to enact guidance for prekindergarten education, in both public and private settings. Lauren May and Rebecca Webb are consulting with Kate Rogers, AOE Early Education Programs Manager, to ensure we are communicating relevant information to our staff and private providers as it is released to the field.
 - b. Due to the cancellation of Prekindergarten Screening and Open House, and subsequent closure of school through the end of the school year, we are looking at an online platform for gathering necessary developmental screening information on students. We are researching the State approved Ages and Stages screening tool's online option to meet this need. This will support our legal obligation to find all children who may have disabilities and be entitled to special education services, as well as inform Prekindergarten placement for the 2020-2021 school year.
 - c. Act 166 enrollment continues for next year both in forming 2020-2021 agreements with partner programs providing this programming and also registration of students for the 2020-2021 school year.
8. Human Resources:
 - a. The Superintendent Search is nearly concluded. We are working with Josh Allen to hold live youtube meetings with community and staff forums on April 6. This will be our first venture into interactive webcasts.

- b. Our 2020-2021 hiring season took an unexpected turn to say the least! The hiring season goes on mostly through Zoom interviews. It is amazing to see the district adjust and continue on with our mission of finding the best qualified candidates out there. Our hiring committees have done great work!
- c. We continue to support our employees as questions come up related to the current state of affairs. This has been challenging given the rapidly changing guidance but our HR staff have been amazing and our employees have as well.

9. Facilities:

- a. At this point, all buildings are closed in an effort to do our part in limiting the spread of COVID-19. Essential staff have access on an as needed basis, and other staff will be allowed access for critical needs. Staff and students wanting access to “clean out” since we are not coming back for face to face instruction have been asked to wait unless their needs fall into the “critical” category.
- b. We continue to move forward as we can with any preparation for summer projects.
- c. Custodial and maintenance staff are only completing essential tasks. As the weather warms up that may include some outside maintenance.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "John W. Pandolfo". The signature is written in a cursive style with a large initial "J" and "P".

John Pandolfo
Superintendent of Schools
on behalf of the Barre UUSD Central Office Administrative Team



Spaulding High School

155 AYERS STREET, SUITE 1
 BARRE, VERMONT 05641-4300
 TEL: 802-476-4811 • FAX: 802-479-4535
 Website Address: www.spauldinghs.org

Luke Aither
 Assistant Principal

Brenda Waterhouse
 Principal

Jim Ferland
 Assistant Principal

March 30, 2020

To AP Students & Parents:

I am writing this letter to convey the changes that have happened with the AP tests in response to Covid-19.

From College Board:

Students remain eager to take AP Exams and have a chance to earn credit and placement. We surveyed 18,000 AP students and 91% indicated they want to complete this important step, urging us not to cancel this opportunity.

- *For the 2019-20 exam administration only, students can take a 45-minute online exam at home. Educator-led development committees are currently selecting the exam questions that will be administered.*
- *Some students may want to take the exam sooner rather than later, while the content is still fresh. Other students may want more time to practice. For each AP subject, there will be two different testing dates. College Board will announce the dates on April 3rd.*
- *AP curricula are locally developed and we defer to local decisions on how best to help students complete coursework. To be fair to all students, some of whom have lost more instructional time than others, the exam will only include topics and skills most AP teachers and students have already covered in class by early March.*
- *Colleges support this solution and are committed to ensuring that AP students receive the credit they've worked this year to earn. For decades, colleges have accepted a shortened AP Exam for college credit when groups of students have experienced emergencies.*
- *Students will be able to take these streamlined exams on any device they have access to—computer, tablet, or smartphone. Taking a photo of handwritten work will also be an option.*
- *We recognize that the digital divide could prevent some low-income and rural students from participating. If students need online access, they should reach out to Mr. Hoffman at rhoffshs@buusd.org to arrange access.*
- *The exam questions are designed in ways that prevent cheating. We use a range of digital security tools and techniques, including plagiarism detection software, to protect the integrity of the exams. Scoring at-home work for an AP Exam isn't new to the AP Program. For years the AP Program has received and scored at-home student work as part of the exams for the AP Computer Science Principles and AP Capstone™ courses.*

We'll continue to support students with free resources through exam day. And while we encourage students to wait until closer to the test date to decide, any student already registered for an exam can choose to cancel at no charge.

Information about the reduced scope of content that will be covered on each 2020 AP Exam is currently posted on [AP Central®](#). The specific test dates and the free-response question types will all be posted by April 3. We'll also unlock any relevant free-response questions in AP Classroom for digital use so students can access all practice questions of the type that will appear on the exam.

Beginning on Wednesday, March 25, students and schools will have access to free, live AP review lessons, delivered by AP teachers from across the country. The lessons will focus on reviewing the skills and concepts from the first 75% of the course. These mobile-friendly classes are:

- Designed to be used alongside work that may be given by schools.*
- Recorded and will be available on-demand so teachers and students can access them any time.*
- Not dependent on current AP teachers continuing instruction. We know many AP teachers now face challenges that would make that impossible.*

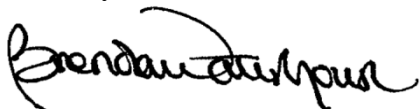
In conjunction with the modifications that College Board has outlined, SHS will not require any student to take the AP test(s) for the 2019-20 school year. However, we strongly encourage students to still participate fully in the AP course(s) and assessment. For those that are concerned about the financial obligations, they should contact Mr. Hoffman at rhoffshs@buusd.org for assistance. Students will be reimbursed if they have already paid and opt out of the assessment(s). If students have not yet paid, they should send a check to:

Spaulding High School
155 Ayers Street
Barre, VT 0564

Please make the checks out to Spaulding High School for the amount previously billed.

We know that these are uncertain times. We are doing what we can to provide the primary learning experiences expected of our students, while also finding a balance in making sure our students are safe and cared for. If you have any questions or concerns, please do not hesitate to contact me at bwateshs@buusd.org.

Sincerely,



Brenda Waterhouse
Principal, Spaulding High School

Spaulding High School Newsletter

April 1, 2020

A Message from the Principal

Shock, sadness, disbelief, anger, fear, uncertainty - everyone is experiencing a wide range of emotions. I have said this before – these are unprecedented times. I know that our students, families and staff are all looking for direction about what school looks like, while balancing the expectation to remain home. Spaulding is not alone in looking for answers and direction, and we know that we provide far more than academics for our students.

Staff are determining the remainder of the required standards of each course and how to meet those standards remotely, while we are trying to find balance between the remote learning and the priority for safety – physical as well as social-emotional. I do not have the answers that would provide some feeling of security, but I will convey information as quickly as I can. I want to emphasize that our priority is safety and taking care of our students and families. We will provide academics – but the academics will not replace the normal school day...it can't. We recognize that some families do not have access to remote learning and many may need supports that can't be translated via online. Families may also be struggling with their own work, or not having work, taking care of primary needs of food and health, and overall just getting through this pandemic.

I will continue to send out messages that contain information and resources. I also am always open to questions, comments and/or concerns being sent directly to me at bwateshs@buusd.org. I will continue to do my best to respond to each matter brought to my attention. As questions are coming forth, I will also include information in my communications to address them, such as the senior section listed below.

I want to close my message with a final comment – these last two weeks have been so remarkable in the amount of change to our “normal”, but also for the amazing response by everyone in the community in coming together, taking care of each other and overall support. It is inspiring to hear of so many heartfelt stories and see so many acts of kindness and these are the things that will get us through these difficult times. I appreciate the support for our school by the community, and I know that we as a school are doing everything we can to support the community. Be safe!

Expectations for Learning & Contact

During these difficult times, schools are faced with finding balance for students between academics and wellness. We are not replicating school as we knew it before March. Students should be expected to have approximately two hours per day for work time, instruction and/or assessment. This will be a combination of independent and online, and students are encouraged to reach out to teachers for support as needed. Please keep in mind that what one student may complete in 45 minutes may take another 4 hours...so the approximation will vary for different learners. Teachers will be sharing outlines for the week with students on Mondays. Parents/guardians are encouraged to request from teachers to be connected to google classroom. This will alert parents/guardians of the outlines for the week, including learning tasks and assessments teachers are assigning.

World-Wide I Matter, You Matter Day – March 28th

Years ago, I had a Spaulding student who struggled with several things, the least of which was math. When I transitioned from being a math teacher to an assistant principal, I continued to work with this student and the family, in support of this student. One day, she came to me and told me about these wooden coins and the message that came with them, and how this helped her...and from that, was born Spaulding's recognition and participation in "I Matter You Matter Day". It saddens me greatly that this year, we are unable to personally hand people in our school community this wooden coin, and tell them why they matter, and have the message replicated throughout the day. But we are going to try a virtual "I Matter You Matter" week...watch for the details in the Captain's Log.



Senior Section

For our seniors, their last few months as members of Tide Nation are forever changed, but they are not over. We are encouraging participation in our daily and weekly activities as outlined in the [Captain's Log](#) and [Tide Pride: C-19 Version](#). We may include a new addition for seniors. Stay tuned for updates!

Students and parents/guardians have been asking questions – Graduation, scholarships, colleges, AP tests, baccalaureate ...this is what we can answer for now:

Scholarships – The In House [Scholarship](#) application deadline is **April 10th at 3 PM** and should be sent to Anna Ryan at aryanshs@buusd.org. We are incredibly fortunate to have one of the largest trust for scholarships in New England, due to the generosity of many benefactors. Students can not be considered for scholarships if they do not apply!!! We encourage all seniors to apply.

Colleges – The messaging we are receiving from colleges is that students' accepted status will be unchanged due to Covid-19. Please see our [letter](#) from March 26th for additional information.

AP tests – College Board has modified AP tests for this year into an online assessment. Additional modifications include the length, sections and some content being eliminated from the assessments. More information can be found at the [letter](#). We are encouraging all AP students to take the AP test(s) but are not requiring them for this year. Students who need financial assistance with the assessment fee should contact Ry Hoffman at rhoffshs@buusd.org.

Graduation & Baccalaureate – The Agency of Education has indicated that end of year gatherings, including but not limited to graduation, will be addressed by May 8th. In the interim, we are moving ahead with plans. Senior class officers are working with staff to finalize details about speeches, class song, class quote, slide show, speakers, etc. If we are directed that we can not hold a large gathering, we will find a way to still celebrate these events, but in a different way. However, know that we are moving forward with plans!

We know that there are more questions than answers, and we will continue to address them as information develops. Please feel free to contact Brenda Waterhouse with any questions at bwateshs@buusd.org.



Barre City Elementary & Middle School

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

50 Parkside Terrace
Barre, VT 05641

Pierre Laflamme, PK-8 Assistant Principal
Counselors (802) 476-7889
Nurse (802) 479-6920

04/09/2020

Dear Barre Unified Union School District Board,

We want to offer our sincere thanks to the work you are all putting in during these extraordinary times. School has been closed for over two weeks now, but you should know that Barre City Elementary and Middle School has remained a very busy place. The efforts of this school community to provide a safe, equitable, and orderly transition for our students and families into this new reality have been absolutely awe inspiring and humbling. We are very, very proud of our teachers and staff, though we are not surprised. A few examples to share:

- Chromebooks have been distributed to the vast majority of middle school children who need them. Additionally, we are in the process of doing the same for our 2nd through 4th grade students. This has been accomplished through an absolutely tremendous effort of organization by our BC Tech team, specifically **Dan Lagerstadt, Mike Martin, and Rob Stalling**. These three gentlemen have been present full time at Barre City each day since school came to an abrupt end two weeks ago. They have been accessible each and every day to teachers, kids, and families, and we are so grateful and thankful for their hard work and effort to make sure all of our students can have accessibility to the remote learning opportunities coming their way.
- Our kitchen has been going at full speed every day with an incredible number of volunteers working with our bus company and the Aladdin team to ensure that up to 600 meals a day are prepared and distributed to children and families throughout Barre. This operation has been a smooth “well oiled machine” and we are continually hearing positive and thankful feedback from the families who are taking part.
- We provided full time Day Care for the children of essential workers for nearly two weeks until we finally brought the operation to a close on April 1. Up to 20 children a day were provided professional care while their parents were at work, and we were one of the few schools in the state who were able to put a program in place. Again, this says so much about the volunteers in our community! The Day Care could never have been accomplished without the efforts of PreK-8 Math Curriculum Coordinator **Venus Dean’s** efforts! Venus coordinated volunteers, worked with custodial staff, and communicated with parents in need

for two very intense weeks, always putting the children's needs ahead of her own.

- Teachers have been remotely meeting three times a week in their PLGs to coordinate reach out and connections to their students and families, plan engaging remote learning opportunities, and generally be there for each other! We will have more specific updates on their efforts in the coming weeks, but the amount of time and effort being put into planning for the uncertain future ahead has been unlike anything we've ever experienced!

Finally, you should know that we will be closing the building to most personnel beginning Friday afternoon, April 3. Administration, select custodial staff, and the tech team will have limited access until further notice. Though the office is closed, voicemail is being monitored and families can be in touch via email and other means.

We will continue to reach out to the community on Facebook and other social media formats as the new directives bring the plans for the near future into clearer focus. Please know that the children of BCEMS are in the most engaged, professional, and caring of hands during this incredibly challenging time!

Respectfully,

Chris and Hayden

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

BUUSD FY20 EXPENSE REPORT SUMMARY - April 9, 2020

	Adopted Budget	Y-T-D Expenses	Encumbrances	Y-T-D Total	Balance
	7/1/19-6/30/20	7/1/19-4/2/20	7/1/19-4/2/20	7/1/19-4/2/20	4/2/2020
<i>1020 BTMES TOTAL</i>	\$ 7,939,684	\$ 5,244,065	\$ 2,437,158	\$ 7,681,223	\$ 258,461
<i>1276 SHS TOTAL</i>	\$ 8,798,152	\$ 5,699,998	\$ 2,050,405	\$ 7,750,403	\$ 1,047,749
<i>1381 BCEMS TOTAL</i>	\$ 8,534,126	\$ 5,719,643	\$ 2,578,769	\$ 8,298,412	\$ 235,714
<i>3097 CENTRAL SERV.</i>	\$ 3,068,265	\$ 2,474,655	\$ 794,984	\$ 3,269,639	\$ (201,374)
<i>3097 TRANSPORTATION</i>	\$ 1,327,862	\$ 966,306	\$ 533,886	\$ 1,500,192	\$ (172,330)
<i>3097 SPECIAL EDUCATI</i>	\$ 12,016,711	\$ 8,410,731	\$ 4,714,281	\$ 13,125,012	\$ (1,108,301)
<i>GENERAL FUND TOTAL</i>	\$ 41,684,804	\$ 28,515,398	\$ 13,109,483	\$ 41,624,881	\$ 59,919
<i>5002 CVCC</i>	\$ 3,019,913	\$ 2,035,350	\$ 826,065	\$ 2,861,415	\$ 158,498

Year-end projections will be shared with the Finance Committee 4/14/20. These will reflect estimated savings attributed to COVID-19 school closure.

Fwd: Resignation

Lindy Johnson <ljohnbsu@buusd.org>
To: Tina Gilbert <tgilbsu@buusd.org>

Fri, Apr 3, 2020 at 7:27 AM

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

From: **Lindy Johnson** <ljohnbsu@buusd.org>
Date: Thu, Mar 26, 2020 at 3:29 PM
Subject: Resignation
To: John Pandolfo <jpandbsu@buusd.org>, Jessica Barewicz <jbarebsu@buusd.org>

Hi,
As I mentioned a couple of weeks ago I was a finalist for a literacy coaching position and I learned their board voted to accept my appointment so I will be leaving Barre. I'm not sure what I have to do formally so that you can decide the next steps for my position. I understand letters of intent are on the way but I wanted you to know as soon I knew it was approved.

It has been a great 8 years in Barre but it is time for a new challenge. Let me know what I need to do or fill out. Thank you.

Lindy Johnson
Literacy Curriculum Coordinator
Barre City/Barre Town Schools (PreK-8)
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Lindy Johnson
Literacy Curriculum Coordinator
Barre City/Barre Town Schools (PreK-8)

BARRE UNIFIED UNION SCHOOL DISTRICT

NEW HIRE NOTIFICATION FORM

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

Date Received by Central Office:

MAR 17 2020

Fy21

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

Name: Jeneve Joslin Location: Central Vermont Career Center

Submission Date: 3/17/2020 Administrator Action/Checklist Complete: Y N

Position: Medical Professions Instructor Grade (If Applicable): 11+12

Endorsement (If Applicable): Apprentice Program/Keene Hourly-Non Exempt/ Salary-Exempt

Hours Per Day: 7 Scheduled Hours: 735 a.m. to 305 p.m.

Account Code: 102-5002-31-31-0-1303-5110 (25%) (75% Perkins fy21)

Replacement? Y N If Yes For Whom? Tracy Taylor

Administrator Approval Signature: Penny Chamberlin

Print Name: Penny Chamberlin Signature Date: 3/17/2020

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: 9 + 1 (2 yrs industry) Step: 11 Salary Placement: M30

Hourly Rate: Salary Rate: \$65,208 (FY20) Seniority Date:

Contract Type: Teacher Para Replacement Interim Offer/Non-Contracted Letters AFSCME N/A

Days Per Year: 190 Salary: \$65,208 (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 [Signature]

Date 3/30/20

Jeneve Joslin

3 Joslin Hill Rd Waitsfield, Vermont 05673-7483
802 233 8593 joslinjeneve@gmail.com

Education

Castleton State College

Castleton, Vermont

College Coursework - no degree

Major: Graduate course in classroom management taught by David Wells

GPA: 4.000

Credit Hours: 3

Attended January 2018 to March 2018

Canadian College of Naturopathic Medicine

Toronto, Canada

Doctor of Philosophy

Major: Preventative Medicine

GPA: 3.780

Credit Hours: 251

Attended August 2005 to May 2010

Degree conferred May 2010

Concordia University

Montreal, Canada

Bachelor of Arts

Major: Psychology

GPA: 3.700

Credit Hours: 120

Attended September 2002 to May 2005

Degree conferred May 2005

Experience

Vermont State Colleges

Sep 2011 - Present

Adjunct Professor

Montpelier, Vermont

-Teach Administrative Medical Assisting, Clinical Medical Assisting, Nutrition, Psychophysiology of Stress, History of Naturopathic Medicine. Mind/Body Medicine and Medical Terminology using a variety of student-centered teaching techniques with a goal of guiding students in meeting college level and professional expectations

-Utilize the learning management system Moodle and Canvas to support student learning.

Reason for leaving: n/a

Supervisor: Martha Rainville (802 828 0129)

Experience Type: Other, Full-time

It is **OK** to contact this employer

Harwood Union High School

Feb 2018 - Jun 2018

Health/Wellness Student Teacher grades 7-12

Duxbury, Vermont

- Develop curriculum for high-quality health instruction meeting national standards and district competencies
- Set goals for assessing student error, implementing a plan to address error, and measuring outcomes
- Collaborate with the mentor teacher in supporting overall year-long curriculum
- Provide group and individual instruction
- Develop assessment strategies consistent with proficiency-based grading
- Creative use of technology to teach health literacy and academic research skills

Supervisor: Brian Moody (802 244 5186)**Experience Type:** Student Teaching, Part-timeIt is **OK** to contact this employer

Community College of Vermont

Mar 2012 - Jun 2016

Lead Coordinator of Academic Services

Montpelier, Vermont

- Worked collaboratively with a high functioning academic team to support student success and retention
- Hired, coordinated and supported professional and curriculum development for Allied Health, Biology, and Math instructors
- Advised students in Medical Assisting, Allied Health and Health Information Systems programs
- Supervised administrative staff and lead the academic team in meeting operational priorities
- Served as an American Disabilities Act Advisor
- Supervised dual enrollment faculty on campus and at high schools and supported curriculum development to meet college level credit requirements.

Reason for leaving: Decided not to renew my contract in 2016 because I wanted to focus my career specifically on teaching. I have continued to teach for CCV and JSC and have an excellent relationship with both schools.

Supervisor: Heather Weinstein (802 828 3010)**Experience Type:** Other, Full-timeIt is **OK** to contact this employer

Private Medical Practice

Oct 2010 - Mar 2012

Primary Care Provider

Montpelier, Vermont

- Provided primary care services with specialty areas in mental health and family medicine
- Counseled patients on healthy lifestyle choices and disease prevention
- Prescribed dietary plans to minimize health risk and treat the underlying illness
- Ordered and interpreted laboratory results to diagnosis and treat underlying causes of disease.
- Supported patients in removing obstacles to health and making positive behavioral changes

Reason for leaving: A desire to move out of medical practice and into education/health promotion.

Supervisor: n/a (802 233 8593)

Experience Type: Other, Full-time

It is **OK** to contact this employer

Professional Memberships

American School Health Association-Active Member 2017-2018

SHAPE America- Active Member 2018

Vermont Association of Naturopathic Physicians- Member (inactive) 2010-2018

American Association of Naturopathic Physicians-Member (inactive) 2010-2018

BARRE UNIFIED UNION SCHOOL DISTRICT

NEW HIRE NOTIFICATION FORM Complete and Submit to the Central Office (please submit via email to hr@buusd.org)	Date Received by Central Office:
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To be Completed by Hiring Administrator: (please leave notes for Central Office on the back page)

Name: <u>ASHLEY KELCETT</u>	Location: <u>SPAUDING HOIT SCHOOL</u>
Submission Date: <u>MARCH 18, 2020</u>	Administrator Action/Checklist Complete: <u>Y/N</u>
Position: <u>SCHOOL COUNSELOR</u>	Grade (If Applicable): <u>9-12</u>
Endorsement (If Applicable): <u>SCHOOL COUNSELOR</u>	Hourly-Non Exempt/ Salary-Exempt
Hours Per Day: <u>FT</u>	Scheduled Hours: <u>7:35</u> <u>a.m.</u> to <u>3:05</u> <u>p.m.</u>
Account Code: <u>100-1275-31-11-0-2120-5110</u>	
Replacement? <input checked="" type="checkbox"/> <u>Y</u> / N If Yes For Whom? <u>Sue Chickering</u>	
Administrator Approval Signature: <u>Brenda Waterhouse</u>	
Print Name: <u>Brenda Waterhouse</u> Signature Date: <u>3/17/20</u>	
REVERSE SIDE: Complete the New Hire Checklist prior to emailing candidate packet for Superintendent review.	

For Central Office Use Only:

Contract Completed <u> </u> / <u> </u> / <u> </u>	Offer Letter Completed <u> </u> / <u> </u> / <u> </u>	DOH <u> </u>
Total Years of Experience: <u>4</u>	Step: <u>5</u>	Salary Placement: <u>M5</u>
Hourly Rate: <u> </u>	Salary Rate: <u>\$53,335 (FY20)</u>	Seniority Date: <u> </u>
Contract Type: Teacher <input type="checkbox"/> Para <input type="checkbox"/> Replacement <input type="checkbox"/> Interim <input type="checkbox"/> Offer/Non-Contracted Letters <input type="checkbox"/> AFSCME <input type="checkbox"/> N/A <input checked="" type="checkbox"/>		
Days Per Year: <u>190</u>	Salary: <u>\$53,335 (FY20)</u>	Contract Days: <u>190</u>
Teacher: AOE Endorsement: YES or <input checked="" type="checkbox"/> <u>NO</u> Provisional/Emergency Required: <input checked="" type="checkbox"/> <u>YES</u> 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: <u>[Signature]</u>		Date: <u>4/1/20</u>

Ashley Kellett

2129 Waterbury Stowe Road Waterbury Center, Vermont 05677
802-279-0253 ashley@pinnaclevermont.com

Education

Johnson State College

Johnson, Vermont
Master of Arts

Major: Counseling

GPA: 3.913

Graduated May 2014

Degree conferred May 2014

Experience

Vermont State Colleges

Sep 2008 - Jan 2020

Associate Director of Human Resources
Montpelier, Vermont
See attached resume.

Reason for leaving: I wanted to pursue my passion for school counseling.

Supervisor: Nancy Shaw (802-224-3011)

Experience Type: Other, Full-time

It is **OK** to contact this employer

Resume

Ashley Kellett
2129 Waterbury Stowe Road
Waterbury Ctr, VT 05677
802-279-0253
Ashley@pinnaclevermont.com

PROFFESIONAL EXPERIENCE

Vermont State Colleges System (VSCS), Montpelier VT – Associate Director of Human Resources- May 2019 - January 2020

Assistant Director of Human Resources - April 2016 – May 2019

Human Resources Specialist - July 2009 – April 2016

Administrative Assistant - August 2008 – June 2009

- Employee relations and conflict resolution- counseled employees on personnel issues.
- Provided assistance to the Human Resources Director in areas such as, compliance with HIPPA, FERPA, ADA, FMLA, FLSA and other federal and state mandatory regulations.
- Implemented and managed system-wide strategies to communicate with employees at all levels of the colleges.
- Served as the single point of contact for all escalated insurance issues for both active (1000+ employees) and retired members (500+ retirees).

- Developed, oversaw, administered and managed all aspects of the retirement process such as, advised employees and retirees on transition from work to retirement, Medicare, Social Security and Insurances.
- Developed, oversaw, administered, maintained and managed all aspects of the system-wide wellness program (Inspire) including the mission, vision and budget.
- Researched and planned for implementation of best practices, new processes and changes in keeping with workplace and higher education trends.
- Managed benefit administration for all VSCS insurance programs (medical, dental, flex, vision, life, all supplemental plans, COBRA, LTD and EAP); served as liaison with faculty, staff, retirees and carriers.
- Assisted in developing, drafting, evaluating and revising Human Resources operating policies, procedures and forms related to personnel and policy matters.
- Participated as an active team member of the Human Resources Council.

Country Village Rentals and Real Estate, Stowe VT – Realtor & Rental Agent

Realtor & Rental Agent - March 2005 – August 2008

- Maintained licensing and continuing education requirements.
- Provided key support for conflict resolution and troubleshooting.
- Managed entire rental inventory as well as worked as the point person for homeowners and clients to execute contracts.

EDUCATION

Northern Vermont University (formerly Johnson State College), Johnson VT- Master of Arts in Counseling, May 2014

University of Vermont, Burlington VT - Bachelor of Arts in English, May 2005

PROFESSIONAL DEVELOPMENT

SHRM-CP

NVU-Guest Lecturer for HR and EEO

SKILLS

Conflict Resolution
 Counseling and Advising
 Communications
 Strategic Planning
 Wellness Management
 Onboarding and Orientation
 Collective Bargaining Agreements
 Transition Planning
 Staff Training and Development

SOFTWARE

Microsoft Office Suite
 Ellucian/ Colleague/ Informer
 Gsuite
 Zoom Conferencing
 Ultimate HRIS
 ImageNow

AWARDS AND RECOGNITIONS

Worksite Wellness Award, Awarded by Governor Scott, March 2019
 CIGNA New England Wellness Council, Nominated by CIGNA, 2019
 Leadership Award, Awarded by Chancellor and General Counsel, 2009

VOLUNTEER

Vermont Women in Higher Education 2009- 2017

Hall of Fame, VSCS- Scholarship Fund 2016-2018

Apple Tree Learning Center- Board 2014-2016

Highlights of Tentative Negotiated Agreement

Barre UUSD AFSCME Agreement

April 2020

- Term of Agreement July 1, 2020 to June 30, 2022
- All conditions of the agreement are now common between Barre City/Spaulding and Barre Town Employees
- Change to qualifications for Overtime pay
 - Was >8hrs/day and/or >40hrs/week
 - Now only >40hrs/week, but 1st 8 hrs vacation time counts toward 40 hrs
- Any comp time for working holidays now changed to double-time
- Retirement payout for sick leave increased from \$15/day to \$20/day
- Language added to reflect transition to statewide health insurance
- Cash-in-lieu payout for health insurance increased from \$1000/yr to \$2500/yr
- Bonus incentive for using no sick leave increased from \$200/yr to \$300/yr
- Wages
 - \$0.35/hr increase to base rate of pay for each job classification for each year of the two-year agreement
 - Longevity pay of \$0.10/hr for each full year of employment still included, so effective increases are \$0.45/hr