

**BARRE UNIFIED UNION SCHOOL DISTRICT
BOARD MEETING**

April 23, 2020 at 5:30 p.m.
Via Video Conference

Click this link to join the meeting remotely:

<https://zoom.us/j/93026120298?pwd=cEZPUTJ6dHdSUMxNOVlRVVlK2RxQT09>

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 - April 9, 2020
5. Reports to the Board
 - 5.1. Committee Reports (5:30 pm via Zoom conference)
 - 5.1.1. Communications Committee: Meeting May 7, 2020
 - 5.1.2. Finance Committee: Met April 14, 2020; Next Meeting: May 5, 2020
 - 5.1.3. Facilities/Transportation Committee: Met April 13, 2020; Next Meeting: May 11, 2020
 - 5.1.4. Policy Committee: Met April 20, 2020; Next Meeting: May 18, 2020
 - 5.1.5. Curriculum Committee: Meeting April 28, 2020
 - 5.1.6. Negotiations Committee
 - 5.1.7. Regional Advisory Board (RAB)
 - 5.2. Financials
6. Current Business
 - 6.1. School Closure Update
 - 6.2. Resign/Retire/New Hire **[ACTION]**
 - 6.3. Summer Project Update
7. Old Business
 - 7.1. Personnel Committee
 - 7.2. Superintendent Transition
8. Other Business/Round Table
9. Future Agenda Items
10. Executive Session
11. Adjournment

Reminder:

Next BUUSD Board Meetings: May 14, 2020 at 5:30 pm via Zoom Conference
May 28, 2020 at 5:30 pm via Zoom Conference

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
 Location: Via Video Conference
 April 9, 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
 Carol Marold, Director of Human Resources
 Brenda Waterhouse, SHS Principal

GUESTS PRESENT:

Dave Delcore – Times Argus Alice Harding

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

1. Call to Order

The Chair, Mr. Malone, called the Thursday, April 9, 2020, Regular meeting to order at 5:31p.m., which was held via video conference.

2. Additions and/or Deletions to the Agenda

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

3. Public Comment for Items Not on the Agenda

None.

4. Approval of Minutes

4.1 Approval of Minutes – March 26, 2020 Regular Meeting

On a motion by Mrs. Farrell, seconded by Mrs. Pompei, the Board unanimously voted to approve as amended, the Minutes of the March 26, 2020 Regular Meeting.

4.2 Approval of Minutes – April 7, 2020 Special Meeting

On a motion by Mrs. Pompei, seconded by Mrs. Farrell, the Board unanimously voted to approve the Minutes of the April 7, 2020 Special Meeting.

5. Reports to the Board

5.1 Central Office

The Superintendent's Report (dated April 9, 2020) was distributed. The Report included information pertaining to; the Superintendent's Office, Curriculum, Instruction, and Assessment, Communications, the Business Office, Special Education, Technology, Early Education, Human Resources, and Facilities. Mr. Pandolfo advised that Board Members should have received an e-mail notice from VSBA regarding changes to open meeting laws (given the current situation). The notice advises that there does not need to be a physical meeting location posted on agendas, though it is encouraged to have a phone number on the agenda, for use by individuals who cannot access Zoom. In response to a query, Mr. Pandolfo advised that he has recently notified VSBA to add

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Mrs. Farrell and Ms. Cambel to their e-mail list. Mr. Pandolfo advised that the BUUSD is now using added Zoom safety features, and he feels confident that meetings are secure.

5.2 Building Reports

5.2.1 Spaulding High School

A copy of a letter to students and parents, dated 03/30/20 (regarding AP testing) was distributed. A copy of the SHS Newsletter, dated April 1, 2020 was distributed. A copy of the SHS Newsletter, dated April 3, 2020 was distributed. Mrs. Spaulding voiced concern regarding AP exams for students who have internet access issues. Mrs. Waterhouse advised that there are approximately 50 students without consistent internet service, and that staff are working with those students to identify Wi-Fi hotspots and other internet service options. Mr. Pandolfo advised that staff members are also working with younger students to assure access to devices and internet. It was noted that the BUUSD needs to start creating e-mail accounts for younger students. It was reported that e-mail accounts for younger students, is on the list of issues to deal with.

5.2.2 Barre City Elementary and Middle School

The Co-Principals' Report dated 04/09/20 was distributed. The Report included information pertaining to; Chromebook distribution, delivery of meals, the Day Care program for essential workers (now closed), teaching staff efforts for remote learning, and closure of the building for non-essential business. There were no questions from the Board.

5.2.3 Barre Town Middle and Elementary School

The BTMES Building Report dated April 9, 2020 was distributed. The Report included information pertaining to; Remote Learning; Connections, Continuity of Learning Plan, Facebook Pictures, and the Remote Learning Site. There were no questions from the Board. Mrs. Farrell advised that the Board needs to continue to applaud those who are working very hard during this at-home learning time (teachers/staff/food service workers).

5.2.4 Central Vermont Career Center

The CVCC Industry Education Newsletter for March 2020 was distributed. The newsletter included information pertaining to; Director CTE Bytes, Program Highlights, and Staff Highlights. There were no questions from the Board.

5.3 Committee Reports

Mr. Malone advised that the committees will be re-organizing, appointing committee Chairs and Vice-Chairs.

5.3.1 Facilities/Transportation Committee

The next meeting is Monday, April 13, 2020 at 5:30 p.m. via video conference. Mr. Pandolfo believes summer projects can proceed as planned, but that, is subject to change.

5.3.2 Finance Committee

The next meeting is Tuesday, April 14, 2020 at 5:30 p.m. via video conference. Mr. Pandolfo advised that he and a number of other individuals participated in a webinar today. Participants were advised that the current pandemic issue will not likely have a large impact on FY20, but it is anticipated that there will be a significant financial impact on FY21. More information will be shared under Agenda Item 6.1 School Closure Update.

5.3.3 Policy Committee

The next meeting is Monday April 20, 2020 at 5:30 p.m. via video conference. The Committee will be using the March agenda (as that meeting was cancelled).

5.3.4 Curriculum Committee

The next meeting is Tuesday, April 28, 2020 at 5:30 p.m. via video conference. Mr. Pandolfo will be in contact with Jessica Barewicz, (Director of Curriculum, Instruction, and Assessment) regarding this meeting.

5.3.5 Communications Committee

The next meeting is Thursday, May 7, 2020 at 5:30 p.m. via video conference.

5.3.6 Negotiations Committee

A negotiations session is scheduled for 04/15/20. Mr. Pandolfo will send out the invitation. This will be a closed meeting.

5.3.7 Regional Advisory Board

The next meeting is Monday, May 4, 2020 at 4:00 p.m. Mr. Pandolfo will be sending out amended information for this meeting. The Board will need to discuss the continuation of the re-visioning process.

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5.4 Financials

A report titled 'BUUSD FY20 Expense Report Summary (dated 04/09/20)' was distributed. In response to a query, Mr. Pandolfo advised that given the present situation, there are many complicated issues relating to SPED outside placements, and transportation. Active discussions are being held with various contractors and updates will be provided. In response to a query regarding cost savings relating to school closure, it was noted that some savings may be seen in heating and electricity costs, but employees continue to be paid.

6. Current Business

6.1 School Closure Update

Mr. Pandolfo advised that a Learning Plan was submitted to the AOE on 04/08/20. The AOE provides daily updates. There is a new requirement that attendance must be taken every day, with some issues relating to collecting attendance for younger students. Mr. Pandolfo provided some examples of ways to meet the attendance requirement. There should not be the expectation that students will learn as much remotely, as they do in person. Students should have 1 to 3 hours of interaction and work per day. Students should not be on the computer 6 hours per day. Communication is provided by the Superintendent on Mondays, Wednesdays, and Fridays. Building leads provide communication updates on Tuesdays and Thursdays. As the BUUSD settles into remote learning, communication may lessen. Mr. Pandolfo and administrators have heard concerns ranging from student expectations being too high, to student expectations being too low. Parents would like to have a schedule of when their students are expected to be on-line. Mr. Pandolfo advised regarding a recent article in VTDigger regarding meeting the needs of students with disabilities. In response to a query regarding whether or not students will return to school in the fall, Mr. Pandolfo advised that more information is needed before this can be determined. It is the goal in quarter 4, to try to meet the most critical standards, and it is believed that those standards can be taught remotely. There are many uncertainties at this time. Directives can change based on medical data. Mr. Pandolfo advised regarding finances. The Education Finance Office hosted a webinar, during which they provided state-level finance information on expenses and revenue for FY19, the projection for FY20 before COVID-19, and at the present time. Since COVID-19, there has been a significant change. Much tax revenue has been lost (consumption tax, rooms and meals tax) and the Education Stabilization fund is projected to have a \$39.5 million dollar deficit. If the \$53.5 million dollars in deferred taxes are not paid, the deficit will be approximately \$90 million dollars. The education fund is very vulnerable to the economy. The last payment from the State is due to the district on 04/30/2020. The State and local districts may need to borrow money, or stay "in the red". It was noted that municipalities collect and pass on education taxes, and can only 'forgive' local taxes, not the education tax. Mr. Isabelle would like to see a sample of some of the remote learning plans. Mrs. Akley is concerned that students on IEPs may be losing social/emotional supports during this time of at-home learning. In response to a query regarding keeping all employees on the payroll to the end of the year, Mr. Pandolfo advised that all employees are continuing to be paid, as it is his belief that the Governor's Directive includes a provision that all school employees continue to get paid. Mr. Pandolfo advised that assignments for non-teaching staff vary. Staff reductions in FY21 (due to financial issues) are unlikely as contracts have already been signed.

6.2 Resignations/Retires/New Hires

Letters of resignation from Lindy Johnson (Literacy Curriculum Coordinator), Cathy Blake (BCEMS Literacy Interventionist), and Ken Fritjofson (retirement - SHS Science Department) were distributed. Mr. Pandolfo advised regarding the letters of resignation/retirement.

On a motion by Mrs. Pompei, seconded by Mr. Cecchinelli, the Board unanimously voted to accept the resignations of Lindy Johnson, Cathy Blake, and Ken Fritjofson.

The resumes and BUUSD Notification of Employment Status Forms for Jeneve Joslin (CVCC Medical Professions Instructor), Ashley Kellett (SHS School Counselor), and Ally Tarwater (BTMES Music/Band Teacher) were distributed.

Mr. Pandolfo provided a brief overview of the candidates, whose information was provided to Board Members in the board packet.

On a motion by Mrs. Pompei, seconded by Ms. Cambel, the Board unanimously voted to approve the hiring of Jeneve Joslin, Ashley Kellett, and Ally Tarwater.

It was noted that the revised Employment Status Forms do not show the salary of the person being replaced. Mr. Pandolfo will have the form amended to include a section for this information.

6.3 Approval to Apply for CFP Grant

Mr. Pandolfo advised that the grant requires Board approval prior to being submitted.

On a motion by Mrs. Farrell, seconded by Mr. Cecchinelli, the Board unanimously voted to authorize administrators to apply for the CFP Grant.

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6.4 Bond Anticipation Note

A document titled 'Community Bank, N.A. – BUUSD Anticipation Note – Line of Credit – 6180000062' was distributed. A copy of IRS Form 8038-G (Information Return for Tax-Exempt Governmental Obligations) was also distributed. Mr. Malone advised that he has the signatures of five Board Members. Mr. Pandolfo advised that a vote of affirmation from the Board is required.

On a motion by Mrs. Pompei, seconded by Mrs. Spaulding, the Board unanimously voted to approve applying for the Bond Anticipation Note in the amount of two million dollars.

6.5 Field Trips

Mr. Pandolfo advised that the BUUSD has reached the point where it is important for the Board to begin to understand some of the issues, situations, and problems relating to gender identity and sexual preference (for students in all grades, elementary through high school). Though some issues are easier to resolve (creation of gender-neutral bathrooms), some areas of concern are much more challenging and complicated. Currently, the State does not have a model policy relating to this issue. The issue is of great concern and has been reported by students, parents, staff, and administrators. The issue of room assignments for overnight field trips is very complex and raises a number of issues. Though legal counsel has advised that the simplest solution is to ban overnight field trips, other options need to be identified. Mr. Pandolfo provided a few scenarios for rooming options, and advised regarding their possible drawbacks. Mrs. Waterhouse advised that students can't be required to identify their gender identity or sexual preference, and that complicates matters. Mrs. Waterhouse advised that a draft proposal is being worked on with assistance from various groups, including outside professionals. It was noted that no action will be taken without consultation with legal counsel. Mr. Pandolfo advised the Board they should begin thinking about this matter, as it will be a topic of discussion on future agendas.

6.6 Ratify AFSCME Agreement

A document titled 'Highlights of Tentative Negotiated Agreement – Barre USSD AFSCME Agreement – April 2020' was distributed. Mr. Pandolfo provided a brief overview of the highlights and requested that the Board approve ratification of the AFSCME Agreement.

On a motion by Mrs. Pompei, seconded by Mrs. Spaulding, the Board unanimously voted to ratify the AFSCME Agreement.

7. Old Business

7.1 Personnel Committee

No discussion.

7.2 Superintendent Search Update

Mr. Malone advised that a new Superintendent has been hired. David Wells has accepted the position of BUUSD Superintendent effective 07/01/2020. Mr. Pandolfo advised that he has provided Mr. Wells with his contact information and has offered to do his best to help him settle in.

7.3 Vision, Mission & Strategic Goals

7.3.1 Portrait of a Graduate

The funding that Mr. Isabelle was researching did not pan out. Mrs. Spaulding advised that the Board will need to decide if funding can be found, or if other options need to be looked into. Mrs. Spaulding is willing to pursue funding, and would like to receive any direction/ideas that others have. It was suggested that Mrs. Spaulding contact the VSBA. Mrs. Spaulding agreed to reach out to VSBA, and that she anticipates this item to be on hold until July unless funding is found earlier. Mr. Malone will add this item to the 06/11/20 Board Retreat Agenda.

8. Other Business/Round Table

Mr. Isabelle thanked the Superintendent Search Committee Members for their work, and congratulated Beth Poirier and Gavin Glosser for their selection as Class Valedictorian and Salutatorian.

Mrs. Farrell suggested that the new Superintendent may want a book titled "Superintendent's Rule Book". Mr. Pandolfo advised that it may be beneficial for Mr. Wells to attend the VSBA Leadership Academy, which meets one day per month through the academic year. It will also be beneficial to assign a mentor.

Mrs. Spaulding lauded the food service program for providing meals seven days a week for students, and expressed her thanks to all who are involved in that effort. Mr. Pandolfo advised that meals will continue to be provided over April Break. Mr. Pandolfo would like to give the volunteers a break and queried regarding others who might wish to volunteer their time.

Mrs. Waterhouse advised that SHS is in the process of finalizing the first End-of-Season Student Athlete Newsletter.

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Mr. Pandolfo applauded the Superintendent Search Committee, noting that much work was involved. It was noted that much effort by Josh Allen helped to make the process a success.

Mr. Malone, based on discussion at the Facilities Committee meeting, is optimistic that the new generator can be installed at BTMES over the summer. Purchase of the generator is contingent on voter approval of the Barre Town budget.

9. Future Agenda Items

The next meeting is Thursday, April 23, 2020 at 5:30 p.m. via video conference.

Mr. Pandolfo appreciates everyone's willingness to try this new meeting platform. Mrs. Akley feels the new meeting platform is working very well.

Future Agenda Items:

- School Closure Update
- Resignations/Retirements/New Hires
- Personnel Committee
- Summer Projects Update

10. Executive Session as Needed

No items were proposed for discussion in Executive Session.

11. Adjournment

On a motion by Mrs. Pompei, seconded by Mrs. Spaulding, the Board unanimously voted to adjourn at 7:17 p.m.

Respectfully submitted,
Andrea Poulin

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BARRE UNIFIED UNION SCHOOL DISTRICT
FINANCE COMMITTEE MEETING
 Via Video Conference
 April 14, 2020 - 5:30 p.m.

MINUTES

COMMITTEE MEMBERS PRESENT:

Sonya Spaulding (BC) - Chair
 Victoria Pompei (BT) – Vice Chair
 Gina Akley (BT)
 Emel Cambel (BC)

COMMITTEE MEMBERS ABSENT:

OTHER BOARD MEMBERS PRESENT:

Paul Malone

ADMINISTRATORS PRESENT:

John Pandolfo, Superintendent
 Luke Aither, SHS Assistant Principal
 Stacy Anderson, Co-Director of Special Services
 Penny Chamberlin, Director Central Vermont Career Center
 Hayden Coon, BCEMS Principal
 Chris Hennessey, BCEMS Principal
 Carol Marold, Director of Human Resources
 Jennifer Nye, BTMES Principal
 Lisa Perreault, Business Manager
 Brenda Waterhouse, SHS Principal

PUBLIC MEMBERS PRESENT:

Dave Delcore – Times Argus

1. Call to Order

Mr. Malone, called the Tuesday, April 14, 2020 BUUSD Finance Committee meeting to order at 5:30 p.m., which was held via video conference (Zoom).

2. Organize

The Committee agreed by consensus to appoint Mrs. Spaulding as Committee Chair.

The Committee agreed by consensus to appoint Mrs. Pompei as Vice Chair.

3. Additions and/or Deletions to the Agenda

There were no changes to the Agenda.

4. Public Comment

None.

5. Approval of Minutes

5.1 March 10, 2020 BUUSD Finance Committee Meeting Minutes

The Committee agreed by consensus to approve the Minutes of the March 10, 2020 BUUSD Finance Committee meeting.

6. New Business

6.1 Review Monthly Agenda Schedule

A document titled 'BUUSD Finance Committee Monthly Agenda Items- 8/13/19, Updated 4/7/20' was distributed. Mrs. Perreault advised that she has updated the next couple of months on the document, and is looking for any feedback from the Committee. Mrs. Spaulding suggested adding Efficiency Studies to the Agendas, perhaps looking at a different area each month. The Efficiency Studies may need to be added to the current monthly Agendas. Efficiency Studies will be discussed further under Agenda Item 6.2.

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6.2 Efficiency Studies

A document titled 'Barre Unified Union School District – Cost Analysis 2018 – 2020 – Ink/Toner' was distributed. Brief discussion was held regarding planning for the next 6 months, then re-evaluating, though there is concern that under the 'learning from home' order, costs are very skewed. Mrs. Perreault advised that efficiency studies are typically performed by independent contractors, and advised that the Committee should define what areas they want to focus on. Mrs. Spaulding advised that current areas identified for review include; long distance phone calling, printers & toner, and facilities supplies. Mrs. Spaulding queried regarding whether all buildings are performing tasks similarly and using the same purchasing process. Mrs. Akley believes it is difficult when items are brought up in specific committees, with folks not being prepared, and feel they are being put on the spot by being asked questions without having had the chance to perform research. This method can cause employees to be defensive. The Committee reviewed the distributed document relating to ink and toner. The report compares usage at the building level. Mr. Pandolfo queried regarding knowing if the numbers are 'true', or perhaps ink and toner is sometimes being charged to different lines in the budget. It will be necessary to assure that the numbers are being compared equally. Mr. Malone advised that there are many different ways to look at efficiencies, and advised of a suggestion he has heard about possibly utilizing one registrar for all buildings. Mrs. Spaulding is unsure the best way to approach efficiency studies. Mrs. Akley believes efficiency studies should utilize a framework of questions, 'standards to follow'. Mr. Pandolfo suggested that perhaps this is not the best time to begin these studies and perhaps the studies should be postponed for a few months. Discussion returned to the subject of ink and toner, with the suggestion that the location of all printers be documented, especially at BTMES. Mrs. Nye advised that BTMES has been looking into a study of printer usage and if there are more effective ways to use the printers. It was suggested that the Director of Information Technology would need to be involved to identify where printers are located, and how they can be used in a more efficient manner. Mrs. Spaulding queried why BCEMS usage went down and advised it would be informative to find out how everyone is doing their work. An update on printer/toner/ink studies will be provided at the next meeting. The next meeting will also include starting discussion on long distance telephone calls, including usage of long distance services and procedures for dialing long distance (PIN required vs no PIN required). Mrs. Waterhouse would like to see detail regarding where long distance calls are being made from. Discussion returned to printers. Mrs. Pompei queried about having printers default to photocopiers, and requiring users to take steps to override the default to print to a printer. Mrs. Pompei would like the default to reset after every print job, such that all print jobs go to photocopiers unless overridden on a document by document basis. It was noted that there are many different factors in calculating cost per page. Mrs. Pompei advised that she has some data from two years ago.

6.3 Solar Management

A document titled 'BUUSD Solar Net Metering Summary – 4/14/20' was distributed. Mrs. Perreault provided an overview of the documents, advising of the various solar credits and how they are calculated, including management fees. It was noted that the curtailment load rider refers to the generator at BCEMS. Discussion also included how/when power is charged at peak rate vs off-peak rate at BCEMS. Savings for using the generator at BCEMS are buried in the kilowatt hour cost. BTMES is in the middle of an amendment to pay the actual charge per month, rather than a set amount per month, with settle up at the end of the year. BTMES is currently owed a refund of \$7887.44. It was agreed that it would be beneficial to see a year's worth of data for each building, along with a simplified explanation of the various calculations used to determine savings. It may be helpful to see power usage by building, by month, without any solar credits to verify the actual kilowatt usage. It was noted that some of the information in the document pertaining to credits may be listed incorrectly. Mrs. Perreault will need to check previous invoices and will fix the document if necessary. Mrs. Pompei is very concerned that the BTMES costs/usage for January and February are so much higher than usual. This item will be added to the September Agenda.

6.4 Generator Offsets

This item was discussed under Agenda Item 6.4.

7. Old Business

7.1 FY20 Year-end Projection

Four reports were distributed;
BUUSD FY20 Year-end Projection Report – April 14, 2020
CVCC FY20 Year-end Projection Report – April 14, 2020
FY20 Revenue/Year-end Projections (CVCC)
BUUSD Expense Report – April 7, 2020

Mrs. Perreault advised that open purchase order reports have been distributed and staff have been asked to clear any encumbrances that will not be needed due to school closure. Mrs. Perreault advised that the budgets are really cleaned up. A new report that was run on 04/07/20 looks much better than the report run on 03/10/20. Mrs. Perreault advised that between 03/10/20 and 04/07/20, the following savings have been identified; BTMES: \$122k, SHS \$274k, and BCEMS \$125k. Savings in Transportation will be approximately \$100k, though the business office is still negotiating. Though significant savings have been identified, it was noted that SPED revenues will be lower, and there is still a projected deficit of approximately \$789k. In response to a query regarding an update on STA, Mrs. Perreault displayed some screen shots of spreadsheets, advising that the overall balance is approximately \$321,489 with credits. In response to a query, Mrs. Perreault advised that most other districts are also negotiating credits. It was noted that STA

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probably doesn't qualify for PPP because they are a large organization with locations all over the United States. Mr. Pandolfo stressed that the relationship piece with our various vendors/contractors is valuable. Mrs. Perreault reminded the Committee that under transportation, the BUUSD receives \$530k from the state. Mrs. Akley suggests that the amount due to STA be revisited if they lay off drivers. In response to a query, it was noted that Sub encumbrances refers to permanent substitutes. Supply and equipment spending is not frozen because some purchases are critical and necessary during this time of on-line learning. Regarding travel and conference budgets; it is believed that employees are trying to get reimbursed for cancelled events. Ms. Chamberlin advised that CVCC lost \$9,000 for non-refundable plane tickets, though it was noted that all the money for the tickets came from fund raising, not the budget. Ms. Chamberlin will be back in contact with Milne Travel regarding this matter. CVCC still needs a buyer for the house they are constructing. In the future, CVCC will not be constructing anymore houses. Mrs. Pompei queried regarding other contracts, e.g. Great Schools Partnership. Mr. Pandolfo advised that GSP is still assisting. The BUUSD has been advised to keep the contracts that are in place with other vendors such as WCMH (Washington County Mental Health). Concern was raised regarding purchasing practices. Mrs. Perreault advised that there are three main vendors that the BUUSD purchases from; Amazon, WB Mason, and SWISH. The WB Mason site works very well for staff to log into to place orders. SWISH offers a 2% savings if invoices are paid within 10 days. It will be beneficial to put procedures in place to assure all payments to SWISH are made within the ten day window. Mrs. Spaulding queried regarding voluntary furloughs. Mr. Pandolfo advised that education employees must stay employed and paid per directive from the Governor. Mrs. Pompei and Mrs. Spaulding queried regarding non-teacher employees. Mr. Pandolfo advised that non-teacher employees have assignments, including following up with student contact, especially if students are missing Zoom classes. Mr. Pandolfo advised that SPED support staff are also being utilized. Mr. Pandolfo feels confident that most employees are contributing and advised that he does have lists (spreadsheets) outlining assignments for para-educators, behavioral interventionists, and other staff. Mrs. Spaulding queried administrators regarding whether or not we are in touch with all of our students. It was noted for the most part, yes, but that there are a few that have not been reachable. Mr. Coon and Mr. Hennessey advised that they are working very hard to try to contact all students, but there is a problem in that some of the student population is very transient. Mrs. Waterhouse advised that if there is a week with no communication with a student, administrators notify the SRO. There are two students who are known to have moved out of state. Ms. Chamberlin advised that contact with CVCC students is good. Mrs. Nye advised that there are only a handful of BTMES students that can't be reached and that administrators may contact the SRO.

7.2 SEA Project Update

Mrs. Perreault advised that Jason Derner (Alternative Education Administrator), and architect David Lauren have been working together with the project team. The project team consists of Mr. Derner, Mr. Lauren, Mr. Evans, Mrs. Perreault, and a general contractor. It is anticipated that the project team will meet once a week. The closing date of 06/01/20 has not been finalized because the property owner is currently using the barn for rental storage. The property owner is not sure if his renters will be able to remove their belongings by that date. A surveyor has been hired, but has not been able to complete the survey, due to the stay at home order. Once the surveyor has completed his work, the permit application process can begin. Mr. Derner, Mr. Evans, and Mr. Lauren have been working on drafting floor plan sketches, and continue to make revisions. It is Mrs. Perreault understands that Mr. Aither would like some input on the project. Mrs. Perreault advised of the timeline. If the permitting process can be completed by late spring or early summer, the RFP could go out in the summer, and ground breaking would occur in September or October 2020. It is anticipated that the building will be ready for occupation in August 2021. Mr. Malone queried regarding additional information that an ad hoc committee could look into regarding expansion of the building. Mrs. Perreault advised that planning for future expansion of the building is very much a part of the current plan. Mrs. Perreault confirmed that the project estimate numbers are still viable and the design continues to be discussed. In response to a query regarding when an ad hoc committee (possibly consisting of Mr. Aither, Mr. Hennessey, Ms. Pearson, and Mrs. Waterhouse) would first meet, Mrs. Perreault advised that there is currently a Project Team, not an ad hoc team, and she does not feel that an additional committee would be productive, and could be counterproductive. The individuals listed as potential ad hoc committee members would not need to be involved in every step of the project, which is being built for high school students, being mindful of having expansion capabilities to house younger students in the future. Mr. Aither is concerned that neither the Facilities nor Finance Committees have 'teeth' in curriculum or student needs, and feels there is a "third leg of the stool" missing. Mr. Pandolfo advised that Alternative Education Administrator, Jason Derner is in charge of the program, and runs the alternative program. Mr. Aither feels that Mr. Derner is only one entity, and he feels the team should be bigger. In response to a query, Mrs. Anderson advised that members of SPED administration had plans to visit other programs, but those visits have been postponed because of COVID-19. Mrs. Anderson advised that those visits will be rescheduled, and confirmed that SPED administrators have seen other programs over the years, and will visit more of them in the future. Mr. Malone does not mind seeing additional input to help assure that the final project is the best that it can be. Mr. Malone believes this project is a good investment, and is steering SPED for the BUUSD in the right direction.

8. Other Business

None.

9. Items for Future Agendas

- Efficiency Studies – Update on Printers & Ink/Toner, and Begin Discussion of Phone Usage
- FY20 Projections
- Summer 2020 Project Updates

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- SEA Update
- FY21 Budget – (being mindful that next year will be very difficult)
- SWISH – if data is available

September Agenda: Solar Management for FY20

10. Next Meeting Date

The next meeting will be held on Tuesday, May 5, 2020 at 5:30 p.m., via video conference.

11. Adjournment

The Committee agreed by consensus to adjourn at 7:20 p.m.

Respectfully submitted,

Andrea Poulin

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

From: **Lorna Corbett** <lcorbte@buusd.org>

Date: Tue, Apr 14, 2020 at 9:59 AM

Subject: Letter of Intent

To: John Pandolfo <jpandbsu@buusd.org>

Dear Superintendent Pandolfo,

Please accept this email as my letter of resignation. I will not be renewing my contract for the upcoming school year. It has been a pleasure and honor to work within the Barre School District. I have grown both personally and professionally, and am grateful for the time I have spent working at BTMES. An opportunity to return to the Maternal Child Health/Home Visiting world has presented itself and I feel it is something I cannot pass up at this time in my career.

I will support the school/district as much as I am able in the process and transition of bringing on a new school nurse.

Finally, I wish you all the best in your next adventure!

Warmly,
Lorna

--

Lorna Corbett, RN, BSN
School Nurse
Barre Town Middle and Elementary School
70 Websterville Road Barre, VT 0564
802-476-6617 Ext 6196
lcorbte@buusd.org

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

From: **Ruth Hicks** <rhickbce@buusd.org>

Date: Wed, Apr 15, 2020 at 3:25 PM

Subject: Resignation/Retirement

To: John Pandolfo <jpandbsu@buusd.org>

Dear John,

I want to thank you for all your support of ELL in Barre City Elementary and Middle School. I am sending you this letter of resignation/retirement for the end of this school year 2020. I have worked about 18 years in this district and have found BCEMS to be a good place to work with supportive administration and co-workers. My husband and I plan to head south at some point with hopefully the sale of our house.

I, hereby, resign my position of full-time ELL teacher at Barre City Elementary and Middle School for the Barre Unified Union School District in Barre, VT. I hope you find a good ELL teacher replacement for my position. I have given a name as a possibility of a person who now works in Montpelier. I will send you the details if you would like.

Thanks again for your support.

Ruth Hicks/ELL teacher
BCEMS



Tina Gilbert <tgilbbsu@buusd.org>

Fwd: Letter of resignation

Penny Chamberlin <pchamcvcc@buusd.org>

Mon, Apr 13, 2020 at 11:33 AM

To: Tina Gilbert <tgilbbsu@buusd.org>, Carol Marold <cmarobsu@buusd.org>

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

From: **Jeremi Lyford** <jlyfocvcc@buusd.org>

Date: Mon, Apr 13, 2020 at 10:11 AM

Subject: Letter of resignation

To: John Pandolfo <jpandbsu@buusd.org>

Cc: Penny Chamberlin <pchamcvcc@buusd.org>

Good Morning, Jon I hope you and your family are doing well during these crazy times.

I am writing to let you know I will be resigning from my position as Electrical Technology Instructor from CVCC as of June 30, 2020.

Thanks Very Much. Jeremi Lyford

--

Penny Chamberlin, M.Ed. (she/her)

Director/Principal

Central Vermont Career Center

155 Ayers Street, Suite #2

Barre, VT 05641

(802) 476-6237, ext. 1138

(802) 476-4045 fax

www.cvtcc.org

*"Do the best you can until you know better. Then when you know better,
do better." ~ Maya Angelou*

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:

04/09/2020

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

Name: Jennifer Curtin	Location: BCEMS
Submission Date: 4/9/2020	Administrator Action/Checklist Complete: <input checked="" type="checkbox"/> Y <input type="checkbox"/> N
Position: Librarian	Grade (If Applicable): PK-8
Endorsement (If Applicable): Library	Hourly-Non Exempt <input checked="" type="checkbox"/> Salary-Exempt
Hours Per Day: 7.5	Scheduled Hours: 7:45 a.m. to 3:15 p.m.
Account Code:	
Replacement? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N	If Yes For Whom? Mary Alice Osborne \$53,531. ⁰⁰
Administrator Approval: Hayden Coon	
Print Name: Hayden Coon	Signature Date: 4/9/2020

REVERSE SIDE: Complete the New Hire Checklist prior to emailing candidate packet for Superintendent review.

For Central Office Use Only:

Contract Complete Date	Offer Letter Completed	DOH
Total Years of Experience: 7	Step: 8	Salary Placement: M15
Hourly Rate: N/A	Salary Rate: 58,290 (FY20)	Seniority Date:
Contract Type: <input checked="" type="checkbox"/> 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		
Days Per Year: 190	Salary: 58,290 (FY20)	Contract Days: 190
Teacher: AOE Endorsement: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Provisional/Emergency Required: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
Para-Educator: Associates Degree <input type="checkbox"/> YES <input type="checkbox"/> NO (If NO) → ParaPro <input type="checkbox"/> YES has passed ParaPro NO will need to take		
Superintendent Approval Signature		Date: 4/9/20

Jennifer Curtin

104 Ledgewood Terrace Montpelier, Vermont 05602
802-249-7949 curtinplavin@comcast.net

Education

University of Vermont

Burlington, Vermont

Certificate of Study (Postgraduate)

Major: School Library Media Specialist

GPA: 4.000

Credit Hours: 18

Attended September 2009 to July 2011

Degree conferred July 2011

Eastern Michigan University

Ypsilanti, Michigan

Master of Science

Major: Historic Preservation

GPA: 3.830

Credit Hours: 39

Attended August 1998 to May 2000

Degree conferred December 2001

State University of New York at Potsdam

Potsdam, New York

Bachelor of Arts

Major: Elementary Education, **Minor:** Sociology

GPA: 2.980

Credit Hours: 147

Attended September 1989 to May 1996

Degree conferred December 1996

Experience

Braintree Elementary School

Librarian

Braintree, VT

Aug 2014 - Present

Supervisor: Pat Miller (8027289373)

Experience Type: Public School, Part-time

It is **OK** to contact this employer

Roxbury Village School

Librarian

Roxbury, VT

Aug 2013 - Jun 2015

Supervisor: Jude Newman (802.485.9304)
Experience Type: Public School, Part-time
It is **OK** to contact this employer

Orange Southwest Supervisory Union
Substitute Librarian
Randolph, VT

Dec 2009 - May 2013

Supervisor: Becky Seymour (802.728.9555)
Experience Type: Public School, Part-time
It is **OK** to contact this employer

Washington South Supervisory Union
Substitute Librarian
Northfield, VT

Jan 2010 - May 2012

Supervisor: Cheryl Kissel (802.485.6161)
Experience Type: Public School, Part-time
It is **OK** to contact this employer

Ghana International School
Student Teacher
Accra, Ghana

Aug 1996 - Dec 1996

During my time at the Ghana International School I taught English literature, grammar, comprehension, mathematics and social studies to a multi-cultural classroom. In addition I substitute taught in two other 4th grade classrooms, wrote and co-directed the Jr. School play, and taught swimming twice a week.

Reason for leaving: I had completed my student teacher requirements.

Supervisor: Joanne Odotei (+302777163)
Experience Type: Student Teaching, Full-time
It is **OK** to contact this employer

Classroom Volunteer

- weekly volunteer in both Kindergarten, 1st and 2nd grade classrooms, 9/07-6/10 at Randolph Elementary School.

Soccer Coach and Program Coordinator

- Randolph Youth Soccer, Randolph, VT, 8/10-present.

Sunday School Teacher

- St Johns Episcopal Church, Randolph, VT, 6/06-present.

Volunteer Coordinator

- Randolph Senior Center, Randolph, VT, 6/01- 3/11.

Board of Directors

- Randolph Senior Center, Randolph, VT, 3/09-9/11.

Interpreter

- Cobblestone Farm Museum, Ann Arbor, MI 2/99-3/00. Managed collections of material culture for archives and interpreted, taught, and demonstrated 19th century pioneer activities.

Production Coordinator

- Kira/H Films, New York, NY 9/93-5/94

Stage Manager

- Second Messenger Theater Co., New York, NY, 9/93-12/93.

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:

4/7/20

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

Name:	JON STRAZZA	Location:	BUUSD - starting 2020-2021 school year
Submission Date:	4/7/2020	Administrator Action/Checklist Complete:	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
Position:	ASSISTANT DIRECTOR OF SPECIAL SERVICES	Grade (If Applicable):	
Endorsement (If Applicable):	Director of Special Services	Hourly-Non Exempt	Salary-Exempt
Hours Per Day:		Scheduled Hours:	
Account Code:	101-3097-51-21-0-2490-51410		
Replacement?	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	If Yes For Whom?	Don McMahon (\$106,945.43 FY21)
Administrator Approval:	STACY ANDERSON, Co-Director of Special Services		
Print Name:	Stacy Anderson	Signature Date:	4/7/2020

REVERSE SIDE: Complete the New Hire Checklist prior to emailing candidate packet for Superintendent review.

For Central Office Use Only:

Contract Complete Date		Offer Letter Completed		DOH	
Total Years of Experience:	12+	Step:	N/A	Salary Placement:	N/A
Hourly Rate:	N/A	Salary Rate:	\$ 78,750	Seniority Date:	
Contract Type:	<input type="checkbox"/> 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			
Days Per Year:	261	Salary:	\$ 78,750	Contract Days:	261
Teacher: AOE Endorsement:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Provisional/Emergency Required:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
Para-Educator: Associates Degree	<input type="checkbox"/> YES <input type="checkbox"/> NO	(If NO) → ParaPro	<input type="checkbox"/> YES has passed ParaPro	<input type="checkbox"/> NO will need to take	

Superintendent Approval Signature

Date

4/13/20

Jon Strazza

40 Orchard Lane Richmond, Vermont 05477
518-796-4295 jon.strazza@gmail.com

Education

University of Vermont

Burlington , Vermont

Ph.D. Candidate - All But Dissertation

Major: Education Leadership and Policy Studies

GPA: 3.970

Attended July 2014 to Present

Saint Michael's College

Colchester, Vermont

Certificate of Advanced Graduate Studies

Major: Educational Leadership

GPA: 4.000

Credit Hours: 30

Attended September 2009 to May 2012

Degree conferred May 2012

The College of Saint Rose

Albany, New York

Master of Education

Major: Adol. Special Education

GPA: 3.650

Credit Hours: 36

Attended September 2004 to December 2006

Degree conferred December 2006

Colby-Sawyer College

New London, New Hampshire

Bachelor of Arts

Major: History and Secondary education (social studies)

GPA: 3.430

Credit Hours: 127

Attended September 1997 to December 2001

Degree conferred December 2001

Experience

Mount Mansfield Unified Union School District

Jul 2019 - Present

Evaluator

Richmond, VT

- Cognitive / achievement evaluations

- Present findings given assessment results

- Consult with school-based teams given best practices

Reason for leaving: The district was unable to fill a school psychologist for the 2020 school year and asked if I would complete evaluations for the year.

Supervisor: Blythe Leonard (802-899-4690)

Experience Type: Public School, Part-time

It is **OK** to contact this employer

Green Mountain Evaluation and Consulting

Aug 2017 - Present

Research Associate and Evaluator

Richmond, VT

Scope of responsibilities include:

· Instrument Development

· Data Collection

· Data Analysis

· Report Development

Reason for leaving: NA

Supervisor: Jon Strazza (5187964295)

Experience Type: Other, Part-time

It is **OK** to contact this employer

University of Vermont

Jul 2014 - Aug 2017

Doctoral Student / Research Assistant

Burlington, VT

Scope of responsibilities include:

•Instrument Development

•Data Collection

•Data Analysis

Reason for leaving: Stipend for the Fellowship ended.

Supervisor: Katie Shepherd (802-656-1348)

Experience Type: Other, Full-time

It is **OK** to contact this employer

Charlotte Central School

Jul 2015 - Dec 2015

Director of Special Education

Charlotte, VT

Scope of responsibilities included:

- Communicate effectively with staff, students, parents and the community
- Oversaw all special education and paraprofessionals hiring,
- Provided instructional leadership and supervision for school staff,
- Conducted classroom observations, pre and post observation conferences, composed observation reports

for instructional personnel

- Provided leadership in enhancing school's MTSS structures and protocols
- Served on CSSU's Tiered Instructional Leadership Team (TILT), EEE leadership team, Intensive Needs

Team, MILT (Math instructional Leadership Team), MTSS evaluation design team

- Created multi-tiered systems and structures to ensure success for all students
- Utilized VCAT system to manage and record student assessment data
- Served as lead administrator for School Climate and Mathematics Action Planning Teams
- Created and presented reports to the School Board on special education academic outcomes & state/local

data

- Managed and analyze school building budget
- Assisted in designing of and implemented school's master schedule
- Planned and facilitated building staff meetings, grade level meetings, and collaborative professional time
- Refined emergency evacuation procedures for building students and staff
- Served as lead administrator on Safety Team
- Coordinated and debriefed regular school emergency drills

Reason for leaving: I left CCS at the mid-way point of the year as my partner accepted a position out-of state.

Supervisor: Meagan Roy (802-383-1234)

Experience Type: Public School, Part-time

It is **OK** to contact this employer

Shelburne Community School

Jun 2013 - Jun 2015

Director of Special Education

Shelburne, VT

Scope of responsibilities included:

- Communicate effectively with staff, students, parents and the community
- Oversaw all special education and paraprofessionals hiring,
- Provided instructional leadership and supervision for school staff,
- Conducted classroom observations, pre and post observation conferences, composed observation reports

for instructional personnel

- Provided leadership in enhancing school's MTSS structures and protocols
- Served on CSSU's Tiered Instructional Leadership Team (TILT), EEE leadership team, Intensive Needs

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- Created multi-tiered systems and structures to ensure success for all students
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- Planned and facilitated building staff meetings, grade level meetings, and collaborative professional time
- Refined emergency evacuation procedures for building students and staff
- Served as lead administrator on Safety Team
- Coordinated and debriefed regular school emergency drills

Reason for leaving: I am beginning a PhD program at UVM within the Education Policy and Leadership Studies with a focus on MTSS and special education. UVM received a grant to fund two doctoral candidates within the Transformative Leadership Grant. I was chosen as one of the doctoral candidates to receive funding.

Supervisor: Meagan Roy (802-383-1234)

Experience Type: Public School, Full-time

It is **OK** to contact this employer

Camels Hump Middle School

Aug 2007 - Jun 2013

Special Educator

Richmond

Responsibilities included assessment, IEP development, implementation of IEP's and 504's. Co-taught with classroom teachers in grades 5-8. Co-developed and managed a planning room. Developed a data management system. Analyzed and disseminated all local and state assessment data to school board and classroom teachers.

Reason for leaving: Pursued and was offered a administrative position.

Supervisor: Mark Carbone ((802) 434-2188)

Experience Type: Public School, Full-time

It is **OK** to contact this employer

Oliver Winch Middle School

Sep 2006 - Oct 2006

Student Teacher

South Glen Falls Ny

Completed a student teaching internship in an 8-1-1 classroom. Responsibilities included implementing IEP goals, writing lesson plans, and making day-to-day classroom modifications for the students to succeed in an inclusion setting.

Reason for leaving: Internship ended

Supervisor: Christine Preisinger (518-458-5348)

Experience Type: Student Teaching, Full-time

It is **OK** to contact this employer

Kearsarge High School

Sep 2002 - Jun 2003

Special Education Teacher

North Sutton, NH

Co-created a high school program for students with low-incidental disabilities within the regional high school. The program was centered on inclusion into the general curriculum, job coaching, and life skills. Additionally, developed a sign language internship for students.

Reason for leaving: Began a Masters degree in special education.

Supervisor: Larry Elliott ((603) 526-6415)

Experience Type: Public School, Full-time

It is **OK** to contact this employer

Kearsarge Middle School

Jan 2002 - Jun 2002

Special education teacher

New London, Nh

As a part-time special educator, I was responsible for overseeing and implementing IEP goals, functional life skills, inclusion into the general education curriculum, and a staff of paraprofessionals for students with low-incidence disabilities.

Reason for leaving: Moved to the high school to create a new program.

Supervisor: Larry Elliott ((603) 526-6415)

Experience Type: Public School, Part-time

It is **OK** to contact this employer

Prospect Child and Family Center

Oct 2004 - Mar 2005

Special Education paraprofessional

Queensbury, NY

Worked as a one-on-one aid for students with severe disabilities. Responsibilities included implementing IEP academic and life skills goals.

Reason for leaving: graduate school

Supervisor: Cat Dingman ((518) 798-0170)

Experience Type: Public School, Full-time

It is **OK** to contact this employer

Community Service

Colchester Technical Rescue

Colchester Technical Rescue (CTR) is one of Vermont's two Urban Search and Rescue Teams. CTR provides an array of rescue services for the state of Vermont and neighboring states. The team provides services in the backcountry rescue, swift-water rescue, ice rescue, confined space, high / low angle rescue, trench and building collapse.

Richmond Fire Department

I am an active fire fighter for the town of Richmond. In the Spring of 10, I completed my national fire fighter - 1 certificate.

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:

04/10/2020

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

Name:	Sara Dorr	Location:	Spaulding High School
Submission Date:	4/10/2020	Administrator Action/Checklist Complete:	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
Position:	Science Teacher	Grade (If Applicable):	9-12
Endorsement (If Applicable):	Science - Pending	Hourly-Non Exempt	<input checked="" type="checkbox"/> Salary-Exempt
Hours Per Day:	7.5	Scheduled Hours:	7:35 a.m. to 3:05 p.m.
Account Code:	101-1276-31-11-0-1113-51110		
Replacement?	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	If Yes For Whom?	D. Thomas McSweeney \$71,593
Administrator Approval:	Brenda Waterhouse		
Print Name:	Brenda Waterhouse	Signature Date:	4/10/2020

REVERSE SIDE: Complete the New Hire Checklist prior to emailing candidate packet for Superintendent review.

For Central Office Use Only:

Contract Complete Date		Offer Letter Completed		DOH	
Total Years of Experience:	0	Step:	1	Salary Placement:	M
Hourly Rate:	NA	Salary Rate:	\$44,770 (FY20)	Seniority Date:	
Contract Type:	<input checked="" type="checkbox"/> 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			
Days Per Year:	190	Salary:	\$44,770 (FY20)	Contract Days:	190
Teacher: AOE Endorsement:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Provisional/Emergency Required:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
Para-Educator: Associates Degree	<input type="checkbox"/> YES <input type="checkbox"/> NO	(If NO) → ParaPro	<input type="checkbox"/> YES has passed ParaPro	<input type="checkbox"/> NO will need to take	

John Pandolfo

Digitally signed by John Pandolfo
DN: cn=John Pandolfo, o, ou, email=tpilbbsu@buusd.org, c=US
Date: 2020.04.16 19:01:53 -04'00'

4/14/20

Superintendent Approval Signature

Date

Sara Grace Dorr

99 Intervale Ave Burlington, Vermont 05401-4204
5085247272 sara@dorr-family.us

Education

University of Vermont

Burlington, Vermont

Master in Teaching

Major: Master of Arts in Teaching

GPA: 3.900

Credit Hours: 33

Attended July 2019 to May 2020 (*expected completion*)

Degree conferred May 2020

University of Vermont

Burlington, Vermont

Bachelor of Science

Major: Civil Engineering , **Minor:** Green Building Science

GPA: 3.600

Credit Hours: 136

Attended August 2012 to May 2016

Degree conferred May 2016

Experience

Burlington School District, Burlington High School

Aug 2019 - May 2020

Student-teacher/ Co-teacher

Burlington, VT

Observed & solo-instructed place-based Earth Systems Science (reading abilities 2nd – 12th) & Honors Physics

Designed authentic unit & lesson plans with a focus on differentiation and challenging each learner

Co-designed & independently led field trips (ECHO, Lessor's Quarry) – Leaned on personal connections & previous academic & professional experience

Acted as contributing member of ESS curriculum design team, equity in science curriculum PD strand

Led multiple restorative-practice meetings at the individual, small group and class-community scale

Participated in multiple IEP/504/EST meetings – advocated for students

Reason for leaving: End of internship

Supervisor: Mike Blouin (802-656-8467)

Experience Type: Student Teaching, Full-time

It is **OK** to contact this employer

UVM Trio - Upward Bound

Jul 2019 - Jul 2019

Mentor

Burlington, VT

Mentored a group of 4 low-income/first generation college-bound high school students from new-American families in Winooski and Burlington in college-selection process and social-emotional issues

Reason for leaving: End of mentorship

Supervisor: Adam Hurwitz ((802) 656-2961)

Experience Type: Other, Summer

It is **OK** to contact this employer

Engineering Ventures

Nov 2017 - May 2019

Project Engineer

Burlington, VT

Vermont State House Dome Stabilization and New Statue Support – design of steel support for new statue and steel & wood reinforcement of existing wood support system for erection and final attachment.

Ski Resort Lodge Renovation, Vermont – design of wood-framed addition with creative lateral system solution to work around architectural features

Urban Infill Steel & Concrete Office Building, NH – design of steel framing for new building on very tight site requiring unique connection/system designs to work around existing conditions & automated parking system

Supervisor: Bob Neeld (802-863-6225)

Experience Type: Other, Full-time

It is **OK** to contact this employer

Casco Bay Engineering

Jan 2017 - Dec 2017

Director of Student Outreach & Project Engineer

Portland, Maine

Visited local middle & high schools to meet with very diverse groups of students interested in STEM to share my work experience, career possibilities & give guidance on future steps, round-table discussions

Independently organized & ran 2-week structural engineering internships immersing high school interns in drafting & design, construction site visits, research projects & final presentation to small group of professionals

Reason for leaving: Moved out of state

Supervisor: Carolyn Bird ((207) 842-2800)

Experience Type: Other, Full-time

It is **OK** to contact this employer

Service Learning Project - Town of South Hero & UVM

Jan 2016 - May 2016

Community Outreach Coordinator / Lead Structural
South Hero, VT

Organized "Ask an Engineer Day" at Folsom Elementary School including presentation of community project, facilitating Q & A session, and providing supplies, instruction and support for spaghetti & marshmallow tower structural engineering exercise

Lead team of 5 peers through structural investigation of ~100 year old standing timber storage barn.

Performed site survey and data acquisition for minimally developed site, design & permitting of new park and ride facility

Reason for leaving: End of project

Supervisor: John Lens (jelens@uvm.edu)

Experience Type: Other, Full-time

It is **OK** to contact this employer

UVM Fabrication Lab & College of Engineering

Jan 2015 - May 2016

Representative

Burlington, VT

Selected to present my independent research at community Maker Faire & demonstrate 3-D printing & fabrication techniques to wide range of audiences; professional scientists & engineer, families & students

Chosen by faculty to meet prospective engineering students & families to give informative tours of engineering building and answer questions

Reason for leaving: End of project

Supervisor: Jenn Karson (jkarson@uvm.edu)

Experience Type: Other, Part-time

It is **OK** to contact this employer

CEMS SMART Club, University of Vermont

Jan 2015 - May 2016

Student-mentor

Burlington, VT

Met with freshman in the College of Engineering in group & one-on-one settings for tutoring, study skills sessions & advising on how to navigate the curriculum

Reason for leaving: Graduated

Supervisor: Nick Bucci (914 960 5518)

Experience Type: Other, Part-time

It is **OK** to contact this employer

College of Engineering, UVM

Aug 2013 - Dec 2015

Teacher's Assistant

Burlington, VT

Planned & taught graphical communications (AutoCAD) labs of ~26 freshman

Met with students outside of lab hours to give 1 on 1 help with challenging topics and final design project

Supervised mid-term and final exams

Reason for leaving: End of position

Supervisor: Victor Rossi (Victor.Rossi@uvm.edu (802-656-8490))

Experience Type: Other, Part-time

It is **OK** to contact this employer

Richard Barrett Scholarship, UVM

Jan 2015 - Nov 2015

Undergraduate Researcher

Burlington, VT

Awarded competitive scholarship to work with a team of 5 graduate students under Dr. Tan to design and develop a cutting edge material for use in wind turbine blades.

Studied and modeled microstructure of bamboo walls using 3D printed molds to increase strength and reduce embodied energy of engineered composite.

Gave 45-minute interactive presentation of my research & biophilic design to a group of ~100 Governor's Institutes of Vermont engineering summer campers.

Reported progress through poster, multiple presentations, direction for subsequent work

Reason for leaving: End of project

Supervisor: Ting Tan (Ting.Tan@uvm.edu)

Experience Type: Other, Full-time

It is **OK** to contact this employer

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:

04/09/2020

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

Name:	Lyman Castle	Location:	Spaulding High School
Submission Date:	4/8/2020	Administrator Action/Checklist Complete:	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
Position:	Social Studies Teacher	Grade (If Applicable):	9-12
Endorsement (If Applicable):	2-15 Social Studies Teacher 7-12	Hourly-Non Exempt	<input checked="" type="checkbox"/> Salary-Exempt
Hours Per Day:	7.5	Scheduled Hours:	7:35 a.m. to 3:05 p.m.
Account Code:	101-1276-31-11-0-1114-51110		
Replacement?	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	If Yes For Whom?	John Lewis \$68,907
Administrator Approval:	Brenda Waterhouse		
Print Name:	Brenda Waterhouse	Signature Date:	4/8/2020

REVERSE SIDE: Complete the New Hire Checklist prior to emailing candidate packet for Superintendent review.

For Central Office Use Only:

Contract Complete Date		Offer Letter Completed		DOH	
Total Years of Experience:	12+	Step:	13	Salary Placement:	M
Hourly Rate:	NA	Salary Rate:	\$65,014 (FY20)	Seniority Date:	
Contract Type:	<input checked="" type="checkbox"/> 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			
Days Per Year:	190	Salary:	\$65,014 (FY20)	Contract Days:	190
Teacher: AOE Endorsement:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Provisional/Emergency Required:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
Para-Educator: Associates Degree	<input type="checkbox"/> YES <input type="checkbox"/> NO	(If NO) → ParaPro	<input type="checkbox"/> YES has passed ParaPro	<input type="checkbox"/> NO will need to take	

John Pandolfo

Digitally signed by John Pandolfo
DN: cn=John Pandolfo, o, ou, email=itglibsu@buusd.org, c=US
Date: 2020.04.16 18:22:45 -0400

4/15/20

Superintendent Approval Signature

Date

Lyman Lyman Castle

1690 Newtown Langhorne Rd, Pmb 4487 Newtown, Pennsylvania 18940
8027936597 lcastle@mac.com

Education

University of Vermont

Burlington, Vermont

Master of Education

Major: Education - Curriculum and Instruction

GPA: 4.000

Attended July 1998 to June 1999

Degree conferred May 2004

Saint Lawrence University

Canton, New York

Bachelor of Arts

Major: Economics

GPA: 2.890

Attended August 1989 to May 1992

Degree conferred May 1992

Nichols School

Buffalo, New York

Attended August 1985 to June 1988

Degree conferred June 1988

Experience

George School

Aug 2014 - Present

History Teacher

Newtown, Pennsylvania

Currently teach: AP Economics

Currently teach: IB Economics (SL and HL)

Taught: AP Human Geography

Taught: Global Interdependence (9th Grade World History)

Taught: US History (Sabbatical replacement Term 1)

Chair of the Foundational Skills Committee

Chair of the Calendar Redesign Committee

Assistant Golf Coach

Assistant Tennis Coach (Girls)

Reason for leaving: Looking to relocate back to Vermont

Supervisor: Scott Spence (2155796500)

Experience Type: Independent School, Full-time

It is **OK** to contact this employer

Kings Academy

Aug 2012 - Jul 2014

Teacher, Head of the History Department

Madaba-Manja, Jordan

Taught AP Economics and AP Psychology. Named Head of the History Department 2013-2014.

Reason for leaving: Desire to return to the United States.

Supervisor: John Leistler (064300230)

Experience Type: Independent School, Full-time

It is **OK** to contact this employer

Montpelier High School

Aug 2000 - Jul 2012

Social Studies Teacher

Montpelier, VT

- Courses taught: US History, Economics, Civics, European History, World Geography, Ancient Civilizations, Non-Western World History, and Public Speaking

Reason for leaving: Declining Enrollment.

Supervisor: Peter Evans (802-225-8000)

Experience Type: Public School, Full-time

It is **OK** to contact this employer

University of Vermont

Jan 2008 - May 2009

Adjunct Professor - Social Studies Special Methods

Burlington, VT

Taught graduate and undergraduate students in the College of Education and Social Services. A 1-semester course in special methods for aspiring social studies teachers.

Reason for leaving: Contracted position

Supervisor: Lia Crevedi (802-656-3468)

Experience Type: Other, Part-time

It is **OK** to contact this employer

Missisquoi Valley Union High School

Aug 1999 - Jun 2000

Social Studies Teacher

Swanton, VT

- Courses taught: Western Civilization, Psychology and Criminal Justice

Reason for leaving: * A position opened in Montpelier where I owned a home and had done my student teaching.

Supervisor: Brad Fox (802-868-7311)

Experience Type: Public School, Full-time

It is **OK** to contact this employer

Administrative Experience

Assistant Dean of Students

- George School 2014-2016
Head of Department, History and Social Studies
- Kings Academy 2013-2014
Department Chair, Social Studies
- Montpelier High School 2004-2008
Supervisory Teacher, Teacher Internship Program

- University of Vermont, School of Education 2004-2008
9th Grade Class Advisor
- Montpelier High School 2000-2012
Teacher Mentor
- George School 2014-present
Chair, Foundational Skills Committee
- George School 2015-2017
Chair, Calendar Redesign Committee
- George School 2019-present

Coaching Experience

Assistant Girl's Varsity Tennis Coach

- George School 2016-present
Assistant Varsity Golf Coach
- George School 2014-2015
Squash and Tennis Coach
- King's Academy 2012-2014
Head Boy's Varsity Golf Coach
- Montpelier High School 2005 and 2006
Assistant Boys' Varsity Hockey Coach
- Montpelier High School 2000-2004

Teaching Awards and Honors

Peter A. Clarke Award for Outstanding Teaching

- Montpelier High School 2008
Yearbook Dedication
- Montpelier High School 2006
Keynote Speaker, National Honor Society Induction Ceremony
- Montpelier High School 2004 and 2008

AP/IB Workshop Certifications

AP Summer Institutes

- US Government and Politics (2011)
- Psychology (2012)
- Economics (2012 & 2019)
- Human Geography (2014)
International Baccalaureate Workshops
- IB Economics HL/SL 2015 and 2020
- IB Economics Category 3 - The Internal Assessment 2016
- IB Psychology 2017

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:

04/13/20

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

Name:	Christie Mainart	Location:	BCEMS
Submission Date:	4/13/2020	Administrator Action/Checklist Complete:	<input type="checkbox"/> Y <input type="checkbox"/> N
Position:	Elementary Health Teacher	Grade (If Applicable):	k-4
Endorsement (If Applicable):	Health, Elementary	Hourly-Non Exempt	Salary-Exempt
Hours Per Day:	7.5	Scheduled Hours:	8:05 a.m. to 3:35 p.m.
Account Code:	Regular Education		
Replacement?	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	If Yes For Whom?	New position / Replaces Tech Specialists Para
Administrator Approval:	Hayden Coon		
Print Name:	Hayden Coon	Signature Date:	4/13/2020

REVERSE SIDE: Complete the New Hire Checklist prior to emailing candidate packet for Superintendent review.

For Central Office Use Only:

Contract Complete Date		Offer Letter Completed		DOH	
Total Years of Experience:	2	Step:	3	Salary Placement:	M
Hourly Rate:	N/A	Salary Rate:	\$48,079 (FNU)	Seniority Date:	
Contract Type:	<input checked="" type="checkbox"/> 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			
Days Per Year:	190	Salary:	\$48,079 (FNU)	Contract Days:	190
Teacher: AOE Endorsement:	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Pending through Peer Review		
			Provisional/Emergency Required:	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
Para-Educator: Associates Degree	<input type="checkbox"/> YES	<input type="checkbox"/> NO	(If NO) → ParaPro	<input type="checkbox"/> YES has passed ParaPro	<input type="checkbox"/> NO will need to take

Superintendent Approval Signature

Date

4/17/20

Christie Noelle Mainart

3320 Case Street Middlebury, Vermont 05753
8562647984 mainart.christie@gmail.com

Education

National University of Natural Medicine

Portland, Oregon
Master of Science

Major: Nutrition

GPA: 3.900

Attended July 2015 to June 2016

Degree conferred June 2016

Transcript

(406KB)

The Richard Stockton College of New Jersey

Galloway, New Jersey

Bachelor of Science

Major: Health Science, **Minor:** Holistic Health

GPA: 3.900

Attended September 2013 to June 2015

Degree conferred June 2015

Transcript

(114KB)

Gloucester County College

Sewell, New Jersey

Associate of Science

Major: Arts and Science

GPA: 4.000

Attended September 2011 to June 2013

Degree conferred June 2013

Experience

Slate Valley Unified School District

Jul 2018 - Jun 2020

Health Teacher

Fair Haven, Vermont

While working for the Slate Valley Unified School District, I have been managing a classroom and teaching a health curriculum to grades K-5 and 9-12 that meets the National Health Education Standards (NHES) and promotes well-rounded healthy young people. I have been leading instruction using lesson plans I created that incorporated the Vermont Core Teaching Standards (VCTS) to implement learning theory, learner development, and learner differences, as well as to use content knowledge and assessment, planning, and instructional strategies that actualize creative, conscientious, and engaging learning. Additionally, I have been fostering the needs of students with disabilities by helping them meet the goals of their individualized education plans.

Reason for leaving: Interested in pursuing new position.

Supervisor: Kim Prehoda (802-265-4905)

Experience Type: Public School, Full-time

It is **OK** to contact this employer

Spaulding High School

Feb 2018 - Jun 2018

Student Intern

Barre VT

While student interning at Spaulding High School, I observed and assisted licensed health educator, Sarah Chap, in managing a classroom and teaching a curriculum that met the National Health Education Standards (NHES) to three classes of seventy-five total ninth graders.

I led instruction using lesson plans I created that incorporated the Vermont Core Teaching Standards (VCTS) to implement learning theory, learner development, and learner differences, as well as to use content knowledge and assessment, planning, and instructional strategies that actualize creative, conscientious, and engaging learning. I incorporated proficiency-based learning practices by providing explicit instruction and receiving feedback through performance-based and other assessments that led to transfer of target content and skills. Additionally, I fostered the needs of students with disabilities by helping them meet the goals of their individualized education plans.

Reason for leaving: Internship period ended.**Supervisor:** Sarah Chap (8024764811)**Experience Type:** Student Teaching, Full-timeIt is **OK** to contact this employer

Cedar Circle Farm & Education Center

Jun 2018 - Aug 2018

Farm Educator

East Thetford, VT

While working as a Farm Educator at Cedar Circle Farm, I guided children ages 4-12 through daily farm tasks such as taking care of chickens, harvesting fruits and vegetables, and weeding. I led learning activities such as identifying plants and insects, crafting herbal teas from the herb garden, making herbal salves, cooking in the cobb oven, making various kinds of crafts, and so on. I also maintained a safe environment for everyone on the farm by exhibiting a positive example, setting clear expectations, and being in active communication with other farm educators.

Reason for leaving: Summer position only.**Supervisor:** Eric Tadlock (802-785-4737)**Experience Type:** Other, SummerIt is **OK** to contact this employer

Natural Grocers

Feb 2017 - Aug 2017

Nutritional Health Coach

Boise ID

While working as Natural Grocers' Nutritional Health Coach, I was referred to as the "Nutritional Expert" of the operation. In this position, I taught weekly classes on various science-based health education topics to elementary and middle school students, groups at community centers, consumers at Natural Grocers' health food store, and to my co-workers at staff meetings. Additionally, I collaborated with community members who were interested in promoting health education by bringing in guest speakers for in-store classes and by coordinating events with community organizations. I also held nutritional coaching sessions with individuals interested in learning about how to improve their health by applying positive lifestyle habits and dietary guidelines as well as by overcoming individual challenges. It was a great experience in helping me realize my passion for sharing knowledge and invoking inspiration in others, especially young people, regarding understanding their health and leading healthy lives.

Reason for leaving: I resigned from Natural Grocers to pursue a health education teaching licensure in

Vermont.

Supervisor: Scott Jilek (2083787323)

Experience Type: Other, Full-time

It is **OK** to contact this employer

Salem County Special Services School District

Sep 2014 - May 2015

Instructional Assistant

Woodstown, NJ

While serving as an Instructional Assistant at Salem County Special Services School District, I assisted teachers in educating students from ages 3-18. In this position, I assisted students' understandings of each lesson by teaching them the fundamental aspects that encompassed each subject of their curriculum. Additionally, I helped students develop skills and complete tasks that applied to their daily experiences, kept them safe, and helped set them up for a potentially more independent future. These students had a range of learning disabilities from language processing disorders to ADHD to non-verbal learning disabilities. Additionally, in this setting, it was important to provide culturally sensitive and age-appropriate education to students because there was a wide range of individuals with diverse backgrounds. Part of this position also required that I facilitate the early intervention of high-risk behaviors that allowed for efficient intervention in order to maintain a safe environment that promoted learning. It was necessary that I could identify problems regarding the specific needs of individuals, and that I could overcome such barriers by thinking critically and using proper resources.

Reason for leaving: I left this position to pursue my Master of Science in Nutrition degree from the National University of Natural Medicine in Portland, Oregon.

Supervisor: Lindsey Raleigh (8564591061)

Experience Type: Public School, Part-time

It is **OK** to contact this employer

Giant Steps Daycare Center

Jun 2012 - Aug 2013

Teacher's Aide

Mullica Hill NJ

In this position, I assisted the teachers in preparing and providing curriculum-based lessons to preschoolers and kindergarteners. I regularly collaborated with my team of teachers as well as the guardians of the students to discuss each student's needs. I additionally modified lessons for children with special needs.

Reason for leaving: I left this position to pursue my Bachelor's degree from Stockton University in Galloway, New Jersey.

Supervisor: Sharon Gatta (8564782262)

Experience Type: Independent School, Part-time

It is **OK** to contact this employer

Yoga Instructor

I have earned my 200-Hour Yoga Teacher Training certificate, and have been leading yoga classes each week after school hours to staff members at the elementary school I currently work at. As a yoga instructor, I lead these yoga classes for all skill levels, from beginning to advanced. I teach students correct postures to ensure the maximum benefit and safety of everyone practicing. I give students an in-depth understanding of various breathing techniques, as well as provide guided meditations in each class to help students ground themselves and get the most out of each class. Each class, I pay attention to the needs of each student throughout the session.

SUMMER PROJECT LIST 2020

BCEMS, SHS/CVCC, BTMES, BUUSD

BCEMS –

- Bus loop redesign/reconfiguration. Phase #1 construction in summer of 2020. Phase #2 construction in summer of 2021, tentatively.

SHS/CVCC –

- Replacement of underground heat supply lines from wood chip boiler plant. Lines supplying heat to gymnasium section of building as well as lines supplying heat to majority of building throughout SHS and CVCC.
- (Hot water storage tank replacement begins 4/17/20 with FY 20 funds)

BTMES –

- Removal/demolition of existing canopy roof structure at main entrance to building. Repair to existing sidewalk after removal of roof structure.
- Electric bus project – Work to be done during summer 2020. Confirmation of project grant funding is being conducted by BUUSD business office.
- (Generator – Town of Barre has built this expenditure into their budget for the May vote. If approved by voters, Town of Barre will move forward with the project. This is being funded solely by Town of Barre. Anticipate late fall of 2020 for generator install.

BUUSD –

- Parking lot expansion to rear of building. This is in continuation from phase #1 of spring 2020. Phase #2 work - install proper drainage and installation of crushed slate material to create large parking area in rear of building.

SEA –

- Design phase, permitting, surveying and all necessary tasks are currently in process. Construction is anticipated to begin in fall of 2020.