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BARRE UNIFIED UNION SCHOOL DISTRICT POLICY COMMITTEE MEETING

Via Video Conference (Zoom)
May 18, 2020 – 5:30 p.m.

MINUTES

COMMITTEE MEMBERS PRESENT:

Giuliano Cecchinelli, Chair - (BC)
J. Guy Isabelle, Vice-Chair - (At-Large)
Emel Cambel (BC)
Andrew McMichael (BC Community Member) – joined the meeting at 5:40 p.m.
Jon Valsangiacomo – (BT Community Member) – joined the meeting at 6:00 p.m.

COMMITTEE MEMBERS ABSENT:

ADMINISTRATORS AND STAFF PRESENT:

John Pandolfo, Superintendent
Luke Aither, SHS Assistant Principal
Scott Griggs, CVCC Assistant Director
Pierre Laflamme, BCEMS Assistant Principal

GUESTS:

1. Call to Order

The Chair, Mr. Cecchinelli, called the Monday, May 18, 2020, meeting to order at 5:30 p.m., which was held via video conference (Zoom).

2. Additions and/or Deletions to the Agenda

There were no changes to the Agenda.

Mr. Isabelle queried Mr. Pandolfo regarding an e-mail sent to staff and Board Members on 04/19/2020. It was noted that this matter is not on the Agenda and not related to the Policy Committee. Mr. Pandolfo advised that boundaries are not clear for folks, and though everyone wants to do what is best, people are entering a grey area in terms of what is allowable. Mr. Pandolfo had advised, at the Board meeting, that there have been a couple of things that happened with staff, one of which was that staff planned a fairly sizable event that was not allowable under social distancing rules. Staff felt it was allowed because it was not on school property and was done after normal school hours. Mr. Pandolfo stressed that any organized interface between staff and students and families, is considered a school event. That was clarified to staff. There are many different issues in trying to determine what is allowable and what is not under social distancing guidelines. The event that was planned but didn't happen, was planned without approval from administrators. It is difficult for staff to know all of the guidance, even though updates are sent daily. The guidance document is very long and complex. Administrators keep up on the guidance and need to be consulted for any event. When staff members don't follow guidance, it does not set a good example for the community. Mr. Pandolfo would prefer that staff follow the directives they are given, rather than him having to spend extensive amounts of time investigating reports of alleged policy violations. Mr. Pandolfo has advised that if staff have an issue with anything, they should e-mail or call him directly. There is nothing related to the recent issues that would fall under Policy Committee discussion/action. Mr. Griggs advised that CVCC staff have needed to connect with students, e.g. to drop off student kits and lab equipment, but have strict protocols in place for the pick-up and drop-off of these supplies. Mr. Laflamme advised that he has spoken with the BCEMS Behavioral Team regarding reaching out to the community. Mr. Laflamme made it very clear that they need to keep finding ways to reach out to the community, but cautioned that they are acting as agents for the school and must follow social distancing guidelines. Mr. Coon has sent follow-up e-mails to staff and has advised staff that they must go through Mr. Coon or Mr. Hennessey for approval prior to any engagement being conducted. Mr. Pandolfo is concerned that some people will be questioning that if staff are not following social distancing rules outside of school, why can't students be back in school. The tone being set now for paying close attention to guidelines and following procedures is going to be way more important when we get back into the situation of being back in the schools and running things differently.

Mr. Isabelle queried regarding an e-mail he sent to Mr. Pandolfo regarding nepotism concerns raised by Randy Edmonds. Mr. Pandolfo advised that there is nothing in the Master Agreement or in Policy that relates to nepotism. Much of the situation being raised pre-dates involvement of the members sitting on this Committee. There are family members spread across the district (outside of the AFSCME unit, and within the AFSCME unit). At times it has presented as an issue, but at times is used to mask someone's own behavior, when they have been 'called out' by someone who is part of the supposed nepotism issue. Whenever there is a possible issue, the BUUSD performs a thorough investigation, and investigations are not performed by those who are parties of supposed

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nepotism. Mr. Pandolfo understands the concern, and believes it is something to explore when hiring, but stressed that the BUUSD hires the best candidates. Behaviors are dealt with when needed.

3. Public Comment

None.

4. Approval of Minutes

4.1 Approval of Minutes – April 20, 2019 Policy Committee Meeting

The Committee agreed by consensus to approve the Minutes the April 20, 2019 Policy Committee Meeting.

5. New Business

5.1 Review of BUUSD Policy Manual Index

A copy of the BUUSD Policy Manual Index (dated 05/12/20) was distributed.

In addition to what was in the packet, Mr. Pandolfo displayed a screen of the VSBA Model web page. There is no good way to download and print this information until the VSBA makes some fixes to their site. Mr. Pandolfo noted that there are very few policies that the Committee was feeling needed to be updated, and there are a few policies that the Committee is waiting for VSBA to revise. Any changes made by VSBA have been cross-referenced to BUUSD policies and it was found that the changes made by VSBA related to legal references. The BUUSD has already made the decision to remove legal references, so the VSBA changes will not apply to BUUSD policies. Tina Gilbert is in the process of removing all legal references. The policies we believe need to be changed are on hold pending changes from VSBA. There are a few policies that related to SHS only, but are also pending input from VSBA. It was agreed that Agenda Items 5.1 and 5.2 will be discussed under Agenda Item 5.1.

Section A (Board Operations):

Mr. Pandolfo displayed the VSBA Index and advised that the policies in Section A were updated last fall or in early spring. Those that weren't recently updated are policies that have not been changed by VSBA since the BUUSD adopted them. Changes to policies that were updated in the spring and fall, are changes limited to legal references. Mr. Pandolfo advised that if you try to print from the site, the dates and titles do not print. All work must be done from the screen. The Acrobat format does not include updates, so it is not of use. The MS Word version is also not available at this time. Mr. Pandolfo has advised Kerri Lamb (at VSBA) that fixes need to be made. Mr. Pandolfo displayed the BUUSD Model Policy Index. Mr. Pandolfo has added two columns (Date of Last VSBA Model Policy Update & Date BUUSD Policy was Checked Against the VSBA Policy). With the exception of Policy A22 (Non-discrimination policy), all policies were checked after the last VSBA update. We are currently waiting for VSBA to revise policy A22. In section A, everything in the Model Policy Index listed as required, recommended, or to be considered, are in our manual.

Section B – Personnel

B6 – HIPAA Compliance - VSBA deleted B6 because it is no longer legally required

Other VSBA policies;

B20 – Personnel Recruitment, Selection, Appointment, and Background Checks

B22 – Complaints about Personnel & Instructional Materials

B30 – Staffing and Job Descriptions

B31 – Educator Supervision & Evaluation: Probationary Teachers

B32 – Personnel Files

B33 - Resignations

B20, B22, B30, B31, B32, and B33 do not exist at the BUUSD, but it is not necessary for the BUUSD to have all of the VSBA policies. Mr. Pandolfo has checked our policy against VSBA policy for policies B1 (Substitute Teachers) and B2 (Volunteers and Work Study Students). We are currently waiting for VSBA to make a minor change to B3 (Alcohol & Drug-free Workplace).

The cross-checking procedure will need to be performed for all policies, but as we adopted most of the policies after the last VSBA revision date, the cross-checking should be a fairly small task. Mr. Pandolfo does not believe there will be many policies that the Committee will need to be concerned with. Mr. Pandolfo has been performing most of the cross-check work, but advised that he does not know who will be charged with that task under the new Superintendent. Mr. Pandolfo advised that there are a number of policies with the comment “Awaiting VSBA Revision”. VSBA advised many months ago that those policies were being revised, but due to limited capacity, have been unable to make the revisions. Mr. Pandolfo will try to complete the cross-checking of policies prior to June 30, 2020. Mr. Wells has not yet been advised that Mr. Pandolfo has been very involved in policy. Mr. Pandolfo advised that it is very important that the Superintendent be aware of all policies. Brief discussion was held regarding possible ways to restructure responsibility for policy review.

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In response to a query from Mr. Aither, Mr. Pandolfo displayed section “B”, noting that the BUUSD doesn’t have a policy equivalent of some of the policies, but instead, has procedures. It may be worth performing more investigation in the future. Sections B, E, and F, may need some review. For the remaining sections, the BUUSD has all or most of the model policies.

Mr. Isabelle suggested that administrative staff members continue to give a heads up regarding day to day issues for which no policy exists. Mr. Isabelle reiterated the need to continue to work with the VSBA regarding policy. Mr. Pandolfo advised that Carol Marold (HR Director) should be included in discussion of policies in the “B” section. When reviewing section E, Lisa Perreault (Business Manager) needs to be involved.

Discussion returned to Section B (Personnel), where Mr. Pandolfo reiterated that though having some of these policies might be helpful, there are procedures in place

Section C (Students):

The BUUSD has all policies in place except for C28 (Transgender and Gender Non-conforming Students), which we have been discussing recently. We have been advised different ways regarding this policy. Legal counsel recommended that the BUUSD may not wish to use a VSBA policy on this matter. Mr. Aither advised that legal counsel recommends that we follow the law, not a policy. There is much new case law on this issue, so it is surprising that VSBA has a policy at this point. Mr. Isabelle queried regarding when/if students would be giving a presentation. Mr. Aither advised that work being performed with the group of students and administrators relates more to procedures than policy. Mr. Aither advised that the Board will continue to be updated, but it will be a significant amount of time before the group will be ready to give a presentation. Mr. Pandolfo attempted to pull up the policy but the link did not work. Mr. Pandolfo reiterated that the Adobe link and the Word link do not work and that the issue has been reported to Kerri Lamb. Mr. Pandolfo advised that the BUUSD has not adopted VSBA Policy C22 (Student Activities – Elementary), but rather has one policy dealing with all students. VSBA has two separate policies on this matter and their policies contain specific grade range ‘breaks’ that don’t fit with the make-up BUUSD students. It was reiterated that the BUUSD has not adopted VSBA policy C28.

Section D (Instruction):

D2 – Grade Advancement
D33 – Local Action Plan

The two policies listed have not been adopted by the BUUSD;

D2 – VSBA removed this policy as it is obsolete.

D33, refers to Action Plans and is very outdated. Continuous Improvement Plans, (rather than Action Plans) have been used for years.

Section E (Non-Instructional Operations) (VSBA has Section E labeled as School-Community Relations)

E21 – Distribution of Non-School Sponsored Literature in Schools

E31 - Parental Involvement

E32 – Visits by Parents, Community Members, or Media (The BUUSD does have procedures relating to visits)

These policies (E21, E31 and E32) don’t have updated dates, which may mean that they are new, or they are still working on implementing/writing/revising. These policies warrant review once they become available, but they are probably not high priority.

Section F (Finance) (Note – VSBA has Section F labeled as Non-Instructional Operations)

F22 - Financial Reports and Statements

F23 – Electronic Communications Use and Retention

F25 – Access Control

F26 - Security Cameras

F31 – Emergency Closings

F32 – School Crisis Prevention & Response/Procedures for Bomb Threats

The BUUSD has not adopted these policies. These policies are very old and the links are not working. It may be worth reviewing these in the future, and possibly adding some of them to the BUUSD Policy Manual.

Mr. Pandolfo advised regarding historical information relating to VSBA personnel involved with policy, and advised that the current contact individual to whom questions should be addressed is Sue Ceglowski, VSBA Executive Director.

Mr. Pandolfo provided a brief overview of the BUUSD Index –

B40 Social/Digital/On-line Communications for Staff

D3 Acceptable Use of Electronic Resources & the Internet

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These two policies are highlighted in yellow, and are flagged as such as we are currently waiting for VSBA to create Model Policies.

Mr. Pandolfo advised that he believes the two new columns on the spreadsheet will be very useful in tracking policies.

It was suggested that a new column be created to identify VSBA Policy Approval Dates. This column could be compared to the BUUSD Approval Date, and if greater than the BUUSD Approval Date, the policy should be flagged for review. Mr. Pandolfo advised he could write that into the spreadsheet. The date VSBA changes policies on their web site can be problematic.

Mr. Pandolfo displayed BUUSD Policy B3 (Alcohol and Drug-free Workplace) that was adopted approximately one year ago. The model policy was recently updated. The Model policy ends with “disciplinary action”, the BUUSD policy advises; “including but not limited to non-renewal, suspension, or termination at the discretion of the Superintendent, or, if required, the BUUSD Board”. The BUUSD policy also includes a section on Employer Responsibilities, which is not included in the VSBA Model Policy. Mr. Pandolfo displayed the VSBA Policy and advised though it may be worth looking at; he believes the BUUSD policy is good. It may be beneficial to run the BUUSD policy by legal counsel.

Mr. Cecchinelli reiterated that upon Mr. Pandolfo’s departure from the BUUSD, someone will need to be charged with overseeing policy review.

5.2 Review VSBA Model Policy – Identify those with Substantive Changes

Discussion held under Agenda Item 5.1

5.3 Policies to Review

Discussion held under Agenda Item 5.1

6. Old Business

None.

7. Other Business

None.

8. Future Agenda Items

Committee Members were advised to notify Mr. Cecchinelli (by e-mail) of any items they wish to have added to future agendas.

9. Next Meeting Date

After brief discussion, the Committee agreed that they may not need to meet until after school is in session.

The next meeting is Monday, September 21, 2020 at 5:30 p.m.

Mr. Pandolfo will try to complete his review of the policies prior to his departure from the BUUSD.

Mr. Pandolfo will keep Mr. Cecchinelli apprised of the review and will send a completed spreadsheet to the Committee and/or the Board, as of July 1, 2020.

10. Adjournment

The Committee agreed by consensus to adjourn at 6:30 p.m.

Respectfully submitted,

Andrea Poulin

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

From: **Sherry Singer** <ssingbce@buusd.org>

Date: Thu, May 21, 2020 at 11:24 PM

Subject: Retirement

To: John Pandolfo <jpandbsu@buusd.org>, Hayden Coon <hcoonbce@u61.net>

Hello,

After much discernment I have decided to retire as the Math Lab Interventionist at BCEMS at the end of the 2019-2020 school year.

I have been committed to the community of Barre and to the Barre Schools in particular. My three children graduated from Spaulding (and two of them are currently teachers here) and my husband and I have both immersed ourselves in the school community. Over the past 18 years in the district I have chaperoned school dances and trips, attended more sports games than I can count, officiated at home track meets and cross country meets, organized the Medieval Faire and the Solar Challenge with my 6th graders, mentored students, and co-hosted multiple Math Carnivals for BCEMS students and their parents. I have genuinely enjoyed my time teaching the students at Barre City Elementary Middle School. I will continue to support the Barre School District even in retirement.

Please let me know the additional people I need to notify of my retirement plans.

I look forward to the new adventures that will come in the next chapter of my life.

Warmly,

Sherry Singer
Math Lab Interventionist
BCEMS

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:

05/19/2020

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

Name: Location:

Submission Date: Administrator Action/Checklist Complete: Y N

Position: Grade (If Applicable):

Endorsement (If Applicable): Hourly-Non Exempt Salary-Exempt

Hours Per Day: Scheduled Hours: a.m. to p.m.

Account Code:

Replacement? Y N

If Yes, For Whom? Salary Rate: \$

Administrator Approval: Signature Date:

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 Complete Date DOH

Total Years of Experience: Step: Salary Placement: \$

Hourly Rate: \$ Salary Rate: \$ Seniority Date:

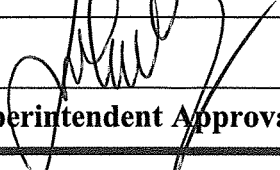
Contract Type: Teacher Para Replacement Interim Offer/Non-Contracted Letters
 AFSCME N/A

Days Per Year: Salary: \$ Contract Days:

Teacher: AOE Endorsement: YES NO ??

If No, Required: Provisional Emergency Apprenticeship

Para-Educator: Associates Degree YES NO (If NO) → ParaPro YES has passed ParaPro
 NO will need to take ParaPro


Superintendent Approval Signature

Date

Larkin Brown

104 Paris Street, Apt #1 East Boston, Massachusetts 02128
4014806679 lbrown@excelacademy.org

Education

Simmons College

Boston, Massachusetts

Master of Education

Major: Teaching English as a Second Language

GPA: 4.000

Attended January 2017 to May 2018

Degree conferred May 2018

Transcript

(63KB)

Bowdoin College

Brunswick, Maine

Bachelor of Arts

Major: Environmental Studies and Latin American Studies

GPA: 2.750

Attended September 2006 to May 2010

Degree conferred May 2010

Transcript

(150KB)

Experience

Excel Academy Charter School

Sep 2015 - Present

English Language Learning Specialist

East Boston, MA

Develop and instruct replacement academic courses, English Language Development courses, small-group pull-out, push-in, and supplementary academic programming after school for Students with Limited and Interrupted Formal Education (SLIFE), newcomer youth, and Emerging Bilingual students. Responsible for creating curricula for English Language and Development courses, monitoring and evaluation for Emerging Bilingual students' progress, success, and insurance of program compliance with school, local, and state standards.

Reason for leaving: I am moving to Vermont with my partner.

Supervisor: Courtney Grabus (617.874.4080)

Experience Type: Public School, Full-time

It is **OK** to contact this employer

Phillips Academy Andover

Sep 2011 - May 2012

Spanish Language Teaching Fellow

Andover, MA

Led instruction of basic and intermediate level Spanish courses for 9-12th graders, supervised a freshman dorm, and coached the varsity girls' soccer team.

Reason for leaving: End of academic year and contract

Supervisor: John Maier (978-749-4000)

Experience Type: Independent School, Full-time

It is **OK** to contact this employer

Awards

- In 2018, I earned the Excel Academy Journey Award, given to one staff member a year who best exemplifies leadership in fostering positive school culture and family connections.
- In 2012, I earned the Lumpkin Family Teaching Fellowship Award, given to the faculty member who has demonstrated a profound impact on students and colleagues.

Skills

- I am fluent in Spanish
- I am trained in Eureka Math
- I am a Culturally Responsive Educator
- I am trained in Trauma-Informed Education
- I am soccer coach

Community Commitment

- I am a part of the advisory board for Soccer Without Borders Boston
- I developed and helped execute an ESL program for OASIS a multicultural, immigrant friendly health clinic for the homeless in Boston

Interests

- Learning languages
- Being outdoors
- Playing sports or doing anything active
- Singing and Dancing
- Cooking
- Storytelling

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:

5/15/20

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

Name:	Nicholas Capozzi	Location:	Spaulding High School
Submission Date:	5/14/2020	Administrator Action/Checklist Complete:	<input type="checkbox"/> Y <input type="checkbox"/> N
Position:	JROTC Instructor	Grade (If Applicable):	9-12
Endorsement (If Applicable):	N/A	<input type="checkbox"/> Hourly-Non Exempt	<input type="checkbox"/> Salary-Exempt
Hours Per Day:	7.5	Scheduled Hours:	7:35 a.m. to 3.5 p.m.
Account Code:	101-1276-31-11-0-2190-51110		
Replacement?	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N		
If Yes, For Whom?	LTC Donald Singer	Salary Rate: \$	52,391
Administrator Approval:	Brenda Waterhouse, Principal	Signature Date:	5/15/2020

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 Complete Date		DOH	
Total Years of Experience:	NA	Step:	NA	Salary Placement: \$	NA
Hourly Rate: \$	NA	Salary Rate: \$	TBD (BUUSD PORTION)	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	Will be pro-rated for his situation		
Days Per Year:	TBD	Salary: \$	TBD (BUUSD PORTION)	Contract Days:	
Teacher: AOE Endorsement:	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Through US Army		
If No, Required:	<input type="checkbox"/> Provisional	<input type="checkbox"/> Emergency	<input type="checkbox"/> Apprenticeship		
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 ParaPro

Digitally signed by John Pandolfo
DN: cn=John Pandolfo, o, ou, email=tgilbbsu@buusd.org, c=US
Date: 2020.05.26 22:45:17 -04'00'

5/21/20

Superintendent Approval Signature

Date

Nicholas J. Capozzi
CMR 480 Box 1669
APO AE -09128
+4915254781091
nick_capo@yahoo.com

August 1, 2018

Brenda Waterhouse
Principal
Spaulding High School
155 Ayers St, Suite 1
Barre, VT 05641

Dear Principal Waterhouse,

I wish to apply for the position of ROTC instructor at Spaulding High School. LTC Singer recommended that I send you my resume and supporting documents, so that you might determine if I would be a candidate of interest.

For the past 23 years I have served in either an active duty or reserve capacity as a soldier with the United States Army. I have excelled in every position I have been posted to, and have loved my service to this great nation of ours. I am from a military family, and knew at a young age that I wanted to serve. However, I can't help but recognize that I have some extremely great educators, and role models, who instilled positive values and leadership in my high school years. For that reason, I would to give the same mentorship and value based instruction to the next generation of future leaders. I am confident that my military service has prepared me to be able to provide positive purpose, direction and motivation to your students to achieve their very best. I understand that the purpose of JROTC is to provide students with a fundamental background in leadership. I believe to be a good leader, one must be a good follower, and team member. You will find that I excel in communication, organization, and servant leadership. I feel that I would be an excellent addition to the Spaulding High School team.

I would be delighted to discuss with you how I might be an asset to Spaulding High School. Thank you for your consideration; I look forward to hearing from you.

Respectfully yours,

Nicholas Capozzi

Nicholas J. Capozzi –

Address: CMR 480 Box 1669, APO AE 09128

Phone: +4915254781091

Email: nick_capo@yahoo.com

PROFESSIONAL SUMMARY

Inquisitive, action-oriented team member, skilled in operations analysis, developing strategies and mapping objectives to accomplish plans. Clarifies and resolves complex issues, creates solutions. Clearly communicates complex information to diverse audiences at all levels. Establishes culture of safety while exceeding organizational goals. Builds effective partnerships across organizational boundaries to multiply capabilities. Shifts focus quickly, succeeds at multiple tasks concurrently. Excels in high-pressure situations. Learns and leverages new technology easily. Clearance level is TS/SCI. Expert in: Organizational leadership, Military leadership, change management.

RELEVANT EXPERIENCE**Senior Effects Coordinator Special Operations Command Europe 02/2019- Present**

Patch Barracks, Stuttgart, Vaihingen DE. 50hrs. / Week

Serves as a central coordination point for the operations of a 300 person organization and two US special operations organizations, with responsibility to synchronize operational effects across all of Europe. Provides expert advice to leadership on creating specific outcomes to align with national strategic policies and guidance. Works with 13 partner nations, across organizational boundaries to achieve positive outcomes.

Key Achievements

- Synchronized four directorates in order to reduce operational timelines for achieving shared objectives.
- Streamlined processes for the approval of organizational operations that required national level authorities.
- Created a database for partner nations that enabled dynamic collaboration on joint goals and outcomes as it pertains to national security.

University of Northern Iowa ROTC Contractor

9/2018- Mobilized 02/19

Cedar Falls, IA, 40hrs. / Week

Served as a contracted assistant military science instructor. Provided relevant instruction on military operations to students enrolled in ROTC. Assisted Recruiting Officer, with open houses, school visits, in order to increase enrollment into the ROTC program.

Operations Officer 1st Special Forces Command

7/2016-1/2017

Ft. Bragg, NC, 50hrs. / Week

Served as primary coordination point, for world-wide mission support, and operations guidance. Action officer for 6,000-person organization, across 18 states, and 38 countries. Targeted information, for key individuals to influence results, responses and changes in behaviors.

Key Achievements

- Supported over 40 operations worldwide in a 6-month period.

- Advised a General Officer Staff on National Guard, Special Operations Forces.
- Provided weekly disposition reports for operations, locations and personnel status, world-wide, for all regional managers.
- Provided Targeted information support to multiple consumers, in order influence and effect change.

Special Forces Group Future Operations Officer

7/2013–9/2015

Ft. Lewis, WA, 50 hrs. / Week

Coordinated all operations between Special Forces groups in Utah and Washington State. Analyzed populations and trends using psychographics, geographic location and behavior to develop successful operation strategies. Established, tracked and reported performance metrics. Advised senior decision-makers on precision targeting, positioning, and acquisition to achieve operational objectives.

Key Achievements:

- Established process for 5 partner nation forces in Iraq, attacking the most complex problem sets in the region and accomplishing previously unattainable goals.
- Established Standard Operating Procedure (SOP) for all Special Operations units in the Middle East.
- Successfully managed operations and training for 3 Special Forces battalions; executed 86 training events in 19 countries successfully.
- Commended for excellent performance while simultaneously serving as Assistant Group Operations Officer, Liaison Officer, and Theater Support Campaign Program Manager without loss or incident.

Targeting Officer

8/2010 – 5/2012

Ft. Sill, Oklahoma, 50 hrs. / Week

Targeting Officer / Intelligence Officer

3/2007 – 3/2010

Fort Hood, Texas, and Mosul, Iraq, 80 hrs. / Week

RELEVANT EDUCATION: Norwich University

Class of 2019 – Management Studies

2019

Special Operation Warrant Officer Intermediate Level Education

2018

Leadership course designed to introduce global, and theater level strategy. Leadership, change management, design.

Warrant Officer Advanced Course

2010

Influential leadership course to integrate technical expertise as staff officer, trainer, manager, systems integrator, and leader.

Warrant Officer Basic Course

2006

Rigorous leadership development course focused on decision-making processes, strategy, mastery of technical systems at subject-matter expert level.

SKILLS

Significant Certification Courses

Military Deception Planners Course	2018
Special Operations Terminal Attack Controllers Course	2014
Joint Targeting and Intelligence Course	2011
Joint Operations Fires and Effects Course	2010
Tactical Intelligence Officer Course	2008

AWARDS

Bronze Star Medal – Awarded: 2009

Awarded for distinctive achievement in Iraq, for civil construction project management.

Meritorious Service Medal – Awarded: 2012

Awarded for outstanding achievement in targeting and intelligence operations.

Army Commendation Medal – Awarded 6 times: 2018, 2015, 2010, 2003, 1999

Awarded for extraordinary achievement.

Army Achievement Medal – Awarded: 1999, 2018