

Addendum 2
Board Meeting
May 27, 2021

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: <div style="border: 1px solid black; height: 30px; width: 100%;"></div>
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To be Completed by Hiring Administrator: (please leave notes for Central Office on the back page)

Name: <input type="text" value="Monique Brochu"/>	Location: <input type="text" value="BCEMS"/>
Submission Date: <input type="text" value="5/24/21"/>	Administrator Action/Checklist Complete: <input checked="" type="checkbox"/> Y <input type="checkbox"/> N
Position: <input type="text" value="Teacher"/>	Grade (If Applicable): <input type="text" value="PreK"/>
Endorsement (If Applicable): <input type="text" value="ECE"/>	<input type="checkbox"/> Hourly-Non Exempt <input checked="" type="checkbox"/> Salary-Exempt
Hours Per Day: <input type="text" value="7.5"/>	Scheduled Hours: <input type="text" value="8:00"/> a.m. to <input type="text" value="3:30"/> p.m.
Account Code: <input type="text" value="101-1381-01-11-0-1101-51110"/>	
Replacement? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N	
If Yes, For Whom? <input type="text" value="Emily Lajeunesse"/>	Salary Rate: \$ <input type="text" value="46,251.00"/>
Administrator Approval: <input type="text" value="Lauren May"/>	Signature Date: <input type="text" value="5/24/21"/>

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

For Central Office Use Only:

Contract Complete Date <input type="text"/>	Offer Letter Complete Date <input type="text"/>	DOH <input type="text"/>
Total Years of Experience: <input type="text" value="0"/>	Step: <input type="text" value="BA 1"/>	Salary Placement: \$ <input type="text" value="39,530"/>
Hourly Rate: \$ <input type="text"/>	Salary Rate: \$ <input type="text"/>	Seniority Date: <input type="text"/>
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: <input type="text" value="190"/>	Salary: \$ <input type="text" value="39,530"/>	Contract Days: <input type="text"/>
Teacher: AOE Endorsement: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <i>Pending Praxis and College Portfolio</i>		
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		
<div style="border: 1px solid black; height: 40px; width: 100%;"></div> Superintendent and/or HR Director Approval Signature		<div style="border: 1px solid black; height: 40px; width: 100%;"></div> Date <i>5/26/21</i>

Monique Brochu

Education

Twinfield Union School

Plainfield, Vermont

Attended August 2013 to August 2017

Degree conferred August 2017

Lyndon State College

Lyndonville, Vermont

Bachelor of Education

Major: Elementary Education, **Minor:** Special Education & Early Childhood Education

Attended August 2017 to Present

Experience

Blue Mountain Union School

Jan 2021 - Present

Student Teacher

Wells River, Vermont

?Standing in for teachers, checking lesson plans to provide consistent teaching to students.

?Writing and completing lesson plans and implementing them in the classroom.

?Working with the teacher to design lesson plans and coordinate activities.

?Working with the teacher to note successful ideas and identifying areas for improvement.

?Taking over class jobs for 6 months, managing all classroom assignments, student needs, and planning.

Supervisor: Melanie Gonyaw ((802) 757-2711)

Experience Type: Student Teaching, Full-time

It is **OK** to contact this employer

Northern Vermont University-Lyndon

May 2020 - Present

Senior Resident Assistant

Lyndonville, VT

-Encouraged community atmosphere by implementing educational and social programs.

-Enforced and implemented all university and campus housing policies.

-Counseled peers on career, academic and personal concerns.

-Performed several administrative duties, including room transfers, incident reports, and maintenance requests.

-Attended, participated, and contributed to monthly staff meetings addressing resident needs.

-Led by example through mature behavior consistent with university regulations and rules.

-Work with other staff members

-Coached students on useful life and personal care skills.

Assisted other resident assistants in preparing for activity and social programs.

Supervisor: Cait Wilkins ((802)626-6417)

Experience Type: Other, Full-time

It is **OK** to contact this employer

Lyndon Town School

Aug 2020 - Nov 2020

Apprentice Teacher

Lyndonville, VT

- Kept students on-task with proactive behavior modification and positive reinforcement strategies.
- Acted as a stand-in for the teacher to manage 30 students' 5th-grade classrooms.
- Observed and participated in learning opportunities to expand horizons and learn different approaches.
- Took detailed notes on teaching processes before designing lessons, adapting methods to classroom types and student interests.
- Worked with the classroom teacher to learn about current standards and best practices.

Supervisor: Nicole Gillander ((802) 626-3209)

Experience Type: Other, Part-time

It is **OK** to contact this employer

Northern Vermont University-Lyndon

Aug 2019 - May 2020

Resident Assistant

Lyndonville, VT

- Encouraged community atmosphere by implementing educational and social programs.
- Enforced and implemented all university and campus housing policies.
- Counseled peers on career, academic and personal concerns.
- Performed several administrative duties, including room transfers, incident reports, and maintenance requests.
- Attended, participated, and contributed to monthly staff meetings addressing resident needs.
- Led by example through mature behavior consistent with university regulations and rules.

Reason for leaving: Was rehired as a Senior Resident Assistant, which consisted of a different job description.

Supervisor: Erin Rossetti ((802)626-6417)

Experience Type: Other, Full-time

It is **OK** to contact this employer

Barre Supervisory Union

Aug 2018 - Jun 2019

Substitute Teacher

Barre, VT

- Working in the schools (Barre City, Barre Town)
- Followed classroom plans left by the class teacher to continue student education and reinforce core concepts.
- Upheld classroom routines to support student environments and maintain consistent schedules.
- Supervised lunchroom and recess activities.
- Maintained day-to-day classroom management and discipline to promote learning initiatives.
- Kept students on-task with proactive behavior modification and positive reinforcement strategies.
- Organized and cleaned teaching areas after daily use to maintain high standards for returning teachers or other substitutes.

-Completed documentation of attendance, grades, and other required details.

Reason for leaving: I would be starting my junior year of college and wanted to devote my time to being a college student.

Supervisor: Linda Papineau (802-476-5011 ext. 1000)

Experience Type: Public School, Part-time

It is **OK** to contact this employer

Community Service, Grace Methodist Church

I spent a lot of my time doing community service down at my local church. I helped with yard sales, community meals, cleaning, and much more.

Maintained clean, neat, and operational facilities to serve all program needs.

Obtained and processed charitable donations to serve the needs of the church community.

Raised new funding and expanded donations through aggressive fundraising efforts.

Supported engaging, fun, and smooth-running events by helping with organization and planning.

Community Service, Teacher Assistant

I spent my junior year of high school down in the elementary wing helping a teacher in her classroom. I was able to work with the children, helping them with their reading, writing, and math skills.

-Kept classrooms clean, neat, and properly sanitized for student health and classroom efficiency.

-Worked with the lead teacher to monitor class schedule and take attendance.

-Supported student learning objectives through personalized and small group assistance.

-Collated classroom materials to help teachers prepare for daily instruction and activities.

-Collaborated with teachers for lesson preparation by preparing materials and setting up equipment.

-Partnered with the teacher to plan and implement lessons following the school's curriculum, goals, objectives, and philosophies.

-Oversaw students in the classroom and common areas to monitor, enforce rules, and support lead teachers.

-Handed out classroom materials, like pencils, paper, and crayons.

emailed 5/17/21

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:

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 and/or HR Director Approval Signature Date

Lisa Damiata, MA

XXXXXXXXXXXXX
XXXXXXXXXXXXX
XXXXXXXXXXXXX

Education

Master's Degree in Counseling for Clinical Mental Health
Johnson State College, Johnson, Vermont
Licensure Track

May 2011

Clinical Experience

School Social Worker/Mental Health Clinician- August 2020-Present

Orange East Supervisory Union (OESU), Bradford and Newbury, Vermont

- Work collaboratively with school personnel to implement and adapt interventions to meet student needs
- Participate in IEP, SEL, EST, MTSS and team meetings to assist in developing student plans, assessing progress, challenges and determining appropriate services
- Provide individual counseling, check-ins and social skills groups to address concerns and further assess needs
- Provide service planning and coordination to families and access to appropriate resources within the school and community
- Assist with deescalating students as appropriate and integrate back into their classroom
- Collaborate with outside service providers and agencies; communicate essential information to understand barriers and effect on the student

Community Skills Coordinator- November 2016-August 2020 (FT)

UEMRVT Project Support August 2020 – Present (PT)

Washington County Mental Health Services, Barre, Vermont

- Develop and deliver ongoing community-based assessments, treatment and support for children and youth experiencing emotional disturbance
- Provide service planning and coordination to families and access to appropriate resources
- Hiring, training and providing oversight to community skills providers
- Managing agency's Family Managed Respite funding
- Responsible for organization and client data collection
- Provide Individual Psychotherapy to children
- Assist in UEMRVT Electronic Medical Records project

School Based Services Training & Staff Support Specialist- March 2015-November 2016

Washington County Mental Health Services, Barre, Vermont

- Provide ongoing training to CYFS staff with a particular emphasis on staff members working in SBS
- Monitor and report client and program related data as assigned
- Ensure the timely, accurate and efficient movement of contract between contractors and WCMHS
- Design, monitor and report Agency required administrative information and assist in the ongoing operation of SBS
- Primary Essentia super user (EMR), Company mileage super user, ADP super user
- Manages and reports data to DMH
- Multitude of other duties as assigned

School Based Services Clinician/Case Manager- November 2011-March 2015

Washington County Mental Health Services, Barre, Vermont

- Develop and/or deliver ongoing community-based assessment, treatment and supports for children and youth experiencing a severe emotional disturbance and their families
- Maintain contact with professional service providers for the purpose of case review or consultation regarding services through monthly team meetings and crisis management
- Write weekly progress notes, diagnosis and evaluations, and develop treatment plans
- Work cooperatively with schools, other community agencies providing services to children and youth experiencing a severe emotional disturbance and their families
- Maintain on-going communication and supervision to Behavioral Interventionist
- Provide psychotherapy to children within school-based services
- Develop guides around expectations of agency paperwork and train new program staff
- Manage petty cash for the SBBIS program

- Handle with Care Trainer

Child Clinician-April 2011- November 2011

Brookhaven Treatment and Learning Center, Chelsea, Vermont

- Responsible for all medication oversight in Residential program (refill medications and report, track, and provide all staff with medication and medication changes)
- Provide regular and consistent scheduled supported family sessions, supervised visits, and individual sessions with all residential children
- Provides on-call service for evenings and weekend and is available to residential staff for clinical emergencies
- Follows all Therapeutic Crisis Intervention taught methods and techniques
- Provide monthly progress notes, psychotherapy notes, supervised visit forms, etc. in a timely manner
- Provide day-to-day emotional support and guidance for children (appropriate use of concepts-consistency, fairness vs. equality, relative expectations, trust)

Assistant Infant/Toddler Teacher & Intern-August 2010-April 2011

Family Center of Washington County, Montpelier, VT

- Provide guidance and leadership in planning and implementing therapeutic activities of interest to both the families and the children
- Responsible for supervising the daily activities of children, providing ongoing support, guidance, and role modeling
- Being an active part of treatment teams and also provide insight of child's personal responsibility, social skills, behaviors, strengths/weaknesses, and interests
- Participating in planning and implementation of weekly schedule and daily routine to help maintain consistency and structure
- Assist children in group situations to help develop positive social skills
- Participate in the development of appropriate learning activities, physical environments and accommodations for children in the program to promote each individual child's acquisition of skills in all developmental areas
- Individual play sessions with three to five children weekly

HomeStart Coordinator-December 2009-August 2010

Central Vermont Community Action Council, Randolph, VT

- Provide comprehensive child development services to low-income children and their families ages birth to five years
- Help enrolled children achieve their full comprehensive health, nutritional, educational, social and other service needs
- Plan weekly activities with the children and their parents to develop goals and follow-up activities
- Assisting daycare providers opportunities to enhance the quality of their childcare

Community Skills Worker-November 2006-December 2007

Northeastern Family Institute, Community Based Services, South Burlington, VT

- Responsible for supervising the daily activities of clients, providing ongoing support, guidance, and role modeling
- Facilitating youth improvement in the areas of personal responsibility, social skills, community living skills and behavior
- Being an active part of treatment teams and also providing insight gained while working with clients and their families
- Participating in planning and implementation of daily activity schedule and daily routine as assigned by Case Managers
- Assisting in developing treatment or service plans while attending and participating in all meetings
- Provide individual, informal counseling to clients to discuss interpersonal issues, treatment issues and also develop goals and plans to address concerns
- Prepare direct care notes
- Attending normative culture training to assist families and clients with onsite crisis services

Personal Care Attendant-September 2006-December 2010

Aris Solutions, White River Junction, VT

- Responsible for the care and supervision of a young boy with cerebral palsy, attention deficit hyperactivity disorder, epileptic seizures, and vision impairments
- Responsible for distributing medications and providing routine daily care
- Read medical and school progress reports to provide more consistent and structured care
- Provided therapeutic play while encouraging appropriate behavior through re-direction and role modeling
- Assisted child in group situations to help develop positive social skills
- Responsible for maintaining a safe environment and providing nutritious meals

Other Experience

Brooks Pharmacy/Rite Aid-Winooski, Vermont

Pharmaceutical Technician-May 2005-June 2016

- Assist customers with questions, concerns, and comments on picking up their prescriptions
- Responsible for capturing appropriate information into the computer systems on each customer and the insurance companies
- Responsible for answering company telephone and providing additional assistance
- Responsible for quick and accurate handling of money
- Responsible for labeling bags, counting the correct number of medications, and putting the information labels into the customers prescription bags

Strengths

- **Communication Skills:** Ability to communicate and write effectively
- **Confidence:** Poise, friendliness, honesty, ability to take control of situations
- **Dedication:** Do whatever it takes to get the job done
- **Efficiency:** Meet deadlines and able to finish a job in a fast-effective manner
- **Excellent organizational skills and attention to detail**

References

- **Tiffany Moore:** Director of School Based Services, WCMHS (802) 793-9144
- **Chris Wiltshire,** EMR Administrator, WCMHS (802) 595-1356
- **Jason McAllister:** Previous ASD/DS Program Manager, WCMHS (802) 272-3773
- **Catherine Beaton:** MTSS-B Coordinator, OESU (802) 222-1090

Budget Communication Update - May 27

Budget Webpage (buusd.org/budget)

- This page is up to date with the most current budget information.
- I've added:
 - A revised eleven-page budget flyer
 - The newly signed budget warning
 - Updated FAQs
 - Projected tax impacts for Barre City and Barre Town
- I edited and uploaded Sonya's budget presentation to the district YouTube channel, and embedded the video on the budget webpage. This video has also been sent to the folks at Central Vermont Television so they can air it to their audience as well.

Absentee Voting Information

- Sent out absentee voting information to our families earlier this week. This was in response to a number of families in the voting exit survey saying they were too busy to vote in May or forgot to vote.

Budget Voting Information

- Sent out a budget informational email to families, directing them to buusd.org/budget for more information, and included Sonya's presentation.
- This is being posted on Front Porch Forum for taxpayers to see, from Sonya & Gina.

Monitoring & Addressing Misinformation

- I've been sent examples of misinformation circling around about the upcoming budget. I've been connecting with these folks directly to address the misinformation and am providing them with accurate information. This has been a very positive experience thus far and everyone I've connected with has been appreciative of our efforts.

Indirect School Promotion

- I'm working with our Work-Based Learning folks to highlight our partnerships with local businesses, to emphasize the importance, role, and connection of the schools with the local economy.
- Next week I will be filming and editing an underclassmen awards ceremony for Spaulding High School, which will be released before June 9th.
- I'm also working on a variety of other content, including photos, writeups, and videos, that we can be using on social media in the near future as the school year comes to a close.