

**BARRE UNIFIED UNION SCHOOL DISTRICT  
BOARD REORGANIZATION MEETING**

March 10, 2022 at 5:30 p.m.

**Virtual Option:** Click this link to join the meeting remotely:

Meeting ID: [meet.google.com/vxi-arvi-mgb](https://meet.google.com/vxi-arvi-mgb)

Phone Numbers: (US)+1 929-777-4801 PIN: 769 689 006#

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

**AGENDA**

- |      |  |
|------|--|
| 5:30 | 1. Call to Order (Superintendent)  |
| 5:35 | 2. Organize  |
| 6:15 | 3. Additions or Deletions with Motion to Approve the Agenda              |
| 6:20 | 4. Comments for Items Not on the Agenda                                  |
|      | 4.1. Public Comment  |
|      | 4.2. Student Voice   |
| 6:25 | 5. Consent Agenda  |
|      | 5.1. Regular Meeting Minutes - February 24, 2022                         |
| 6:30 | 6. Current Business  |
|      | 6.1. New Hires [ <b>ACTION</b> ]   |
|      | 6.2. Community Members on Committees                                     |
|      | 6.3. FY23 Budget Vote  |
|      | 6.4. Administrator Interviews and Date                                   |
| 7:30 | 7. Old Business  |
|      | 7.1. COVID Update  |
| 7:45 | 8. Other Business/Round Table  |
| 8:00 | 9. Future Agenda Items   |
| 8:05 | 10. Next Meeting Dates: Regular Board Meeting, March 24, 2022 at 5:30 pm |
| 8:07 | 11. Executive Session  |
|      | 12. Adjournment  |

**PARKING LOT OF ITEMS**

- Community Member Interviews for Committees (2nd Mtg March)
- Revisit In-Person Option (2nd Mtg March)
- Reports (2nd Mtg March)
- Combining of BC/BT Athletic Programs (2nd Mtg March)
- Administrator Evaluations (April)
- SHS Foundation Report
- Evaluation: Staffing, Enrollment, Facilities, etc.
- Building Capacity at each building
- Critical Race Theory
- Anti-Racism Policy
- Use of Facilities: Consistent Fee Schedule and Rental Application Form
- Negotiations/Personnel Committee

## **MEETING NORMS**

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

**BOARD ORGANIZATION MEETING DATA SHEET****BOARD: BUUSD BOARD****DATE OF REORGANIZATION MEETING: 3 / 10 / 22****PRE-Meeting Activity:**

- ALL BOARD MEMBERS STARTING A NEW TERM HAVE COMPLETED AN OATH OF ALLEGIANCE AND OFFICE WITH TOWN OR CITY CLERK PRIOR TO MEETING: YES: \_\_\_\_\_ NO: \_\_\_\_\_
- Reviewed the Essential Work of the School Board on the VSBA website: Yes \_\_\_\_\_ No \_\_\_\_\_

**Meeting Activities:** (Superintendent calls the meeting to order)

ELECT BOARD CHAIR: \_\_\_\_\_ (Leads remainder of meeting)

ELECT BOARD VICE-CHAIR: \_\_\_\_\_ (optional, but best practice)

ELECT BOARD CLERK: \_\_\_\_\_

REGULAR BOARD MEETING DAY(S)/TIME(S):  
\_\_\_\_\_  
\_\_\_\_\_

BOARD RETREAT DATE: \_\_\_\_\_

COMMITTEE ASSIGNMENTS (Assign at least 3 Board Members per Committee; Community members will be interviewed and selected at the next Board meeting.)

FINANCE: \_\_\_\_\_

Day of Month/Time \_\_\_\_\_

FACILITIES: \_\_\_\_\_

Day of Month/Time \_\_\_\_\_

CURRICULUM: \_\_\_\_\_

Day of Month/Time \_\_\_\_\_

POLICY: \_\_\_\_\_

Day of Month/Time \_\_\_\_\_

COMMUNICATIONS: \_\_\_\_\_

Day of Month/Time \_\_\_\_\_

NEGOTIATIONS: \_\_\_\_\_ (Scheduled as Needed)

**NOTE:** *If CVCC vote passes RAB committee will go away and be replaced by CVCC School Board.*

RAB (1 Board Member): \_\_\_\_\_ (Meets 4x year - scheduled by CVCC Director)

CVCC School Board (1 Board Member): \_\_\_\_\_

District Spokesperson (Superintendent/Board Chair): Chris Hennessey/

AUTHORIZE CHAIR TO SIGN EMPLOYEE CONTRACTS: YES:\_\_\_\_ NO: \_\_\_\_ If no, Who? \_\_\_\_\_

AUTHORIZE CHAIR TO SIGN OTHER CONTRACTS: YES:\_\_\_\_ NO: \_\_\_\_ If no, Who? \_\_\_\_\_

DESIGNATE PERSON TO SIGN WARRANTS (Chair of Finance Cmt): \_\_\_\_\_

DESIGNATE ALTERNATIVE PERSON TO SIGN WARRANTS: \_\_\_\_\_

LOCATIONS FOR POSTING AGENDAS & MINUTES: Each School Building, Town and City Clerk's offices, Front Porch Forum, BUUSD websites, Central Office Building, Facebook Pages.

AGREEMENT ON THE USE OF ROBERT'S RULES OF ORDER: YES: \_\_ NO: \_\_

DISCUSS CODE OF ETHICS: YES: \_\_ NO: \_\_

IDENTIFY COMMUNICATION PRACTICES: YES: \_\_ NO: \_\_

DISCUSS BOARD DEVELOPMENT OPPORTUNITIES: YES: \_\_ NO: \_\_

DISCUSS LOCAL AND STATEWIDE EDUCATION  
ADVOCACY RESPONSIBILITIES: YES: \_\_ NO: \_\_

DESIGNATED NEWSPAPER(S): Times Argus

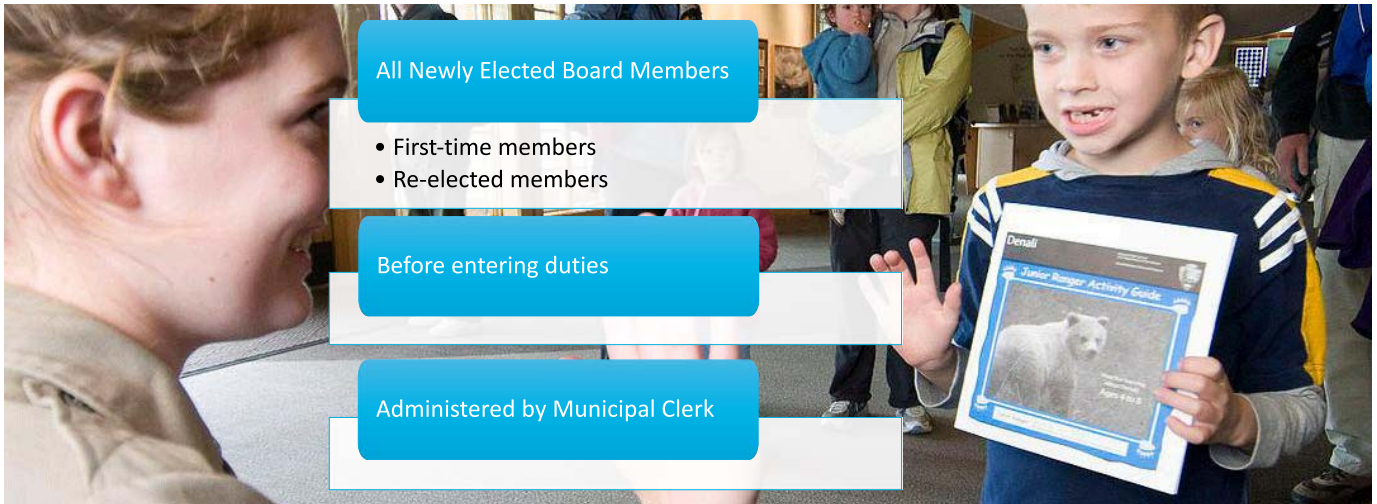
BOARD PACKET FORMAT: Electronic and Paper

Appoint SU/SD's Voting Delegate for Statewide Health Care Bargaining (Chair of Negotiations Cmt):  
\_\_\_\_\_

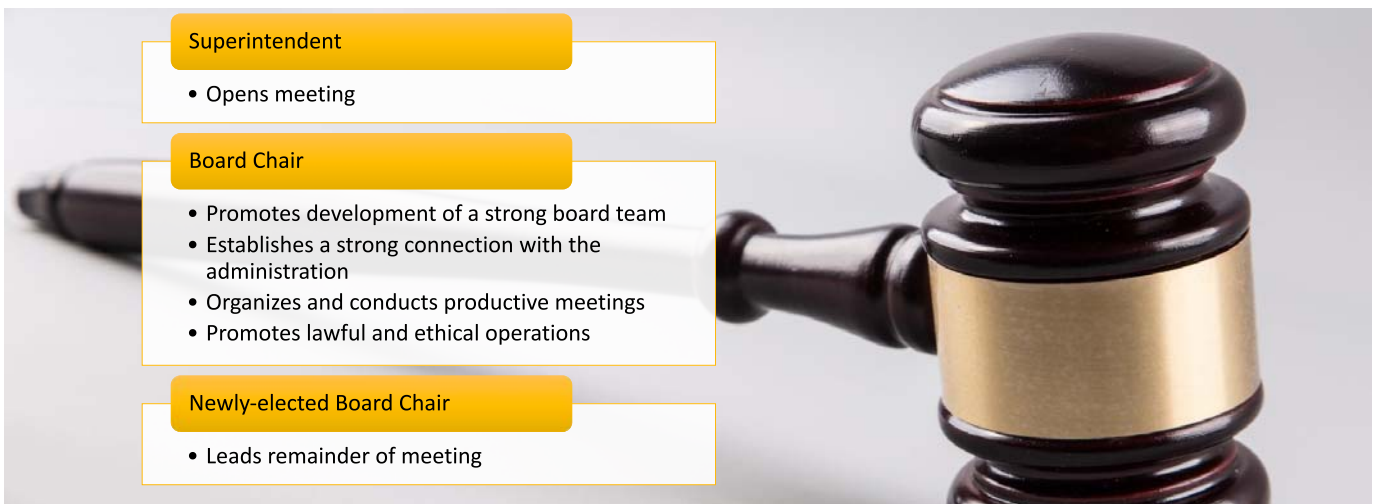
Under the process approved at the 2018 VSBA annual meeting, each SU/SD has the ability to cast one vote to ratify the agreement reached by the statewide healthcare bargaining commission. Please be sure to add appointment of the SU/SD's voting delegate for statewide health insurance to the first meeting of your SU/SD board, as the ratification process requires each SU/SD to notify VSBA of the name, telephone number and email address of its voting delegate by April 1.

*If the commission enters into an agreement, the VSBA will host an informational webinar for the voting delegates within ten calendar days after execution of the agreement. Within ten calendar days after the informational webinar, the Vermont School Boards Association shall conduct an electronic ballot. Delegates will be provided at least ten calendar days' notice of the day of the vote. Delegates will be able to cast their vote through the electronic system between 7 am and 7 pm on the day of the vote.*

## Before First Meeting: Oath of Office



## Election of Officers



## Elect Other Officers

### Vice Chair

- Not required
- Strongly recommended to run meetings in case the chair isn't available

### Clerk

- Ensures
  - meeting minutes are kept
  - draft minutes are available to public and posted on website within 5 days

## Committees

### Purpose

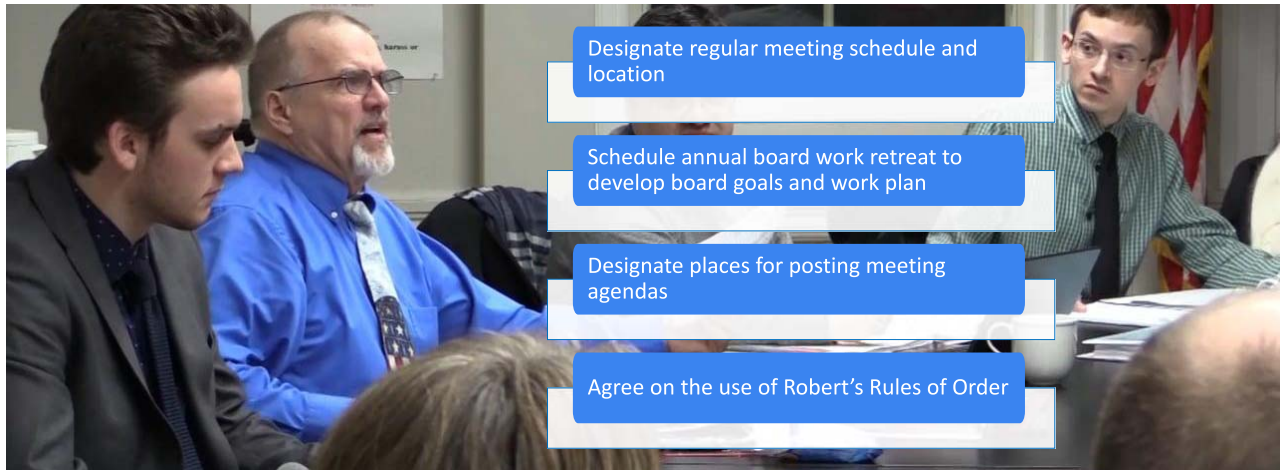
- Help Board do its job
- Not intended to help or advise staff

### Clear, Documented Charge

- Defined by full board
- Included in policy
- Purpose
- Authority
- Membership
- Term
- Voting
- Timeline
- Outcomes
- Resources



## Operational Decisions



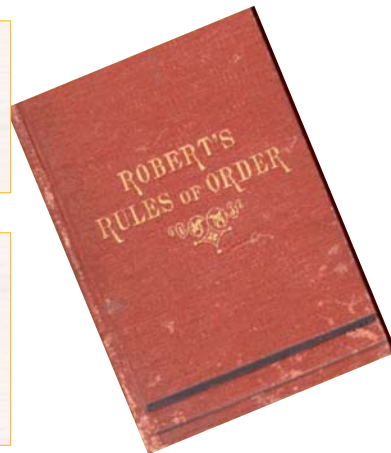
## Robert's Rules

### Required by Law

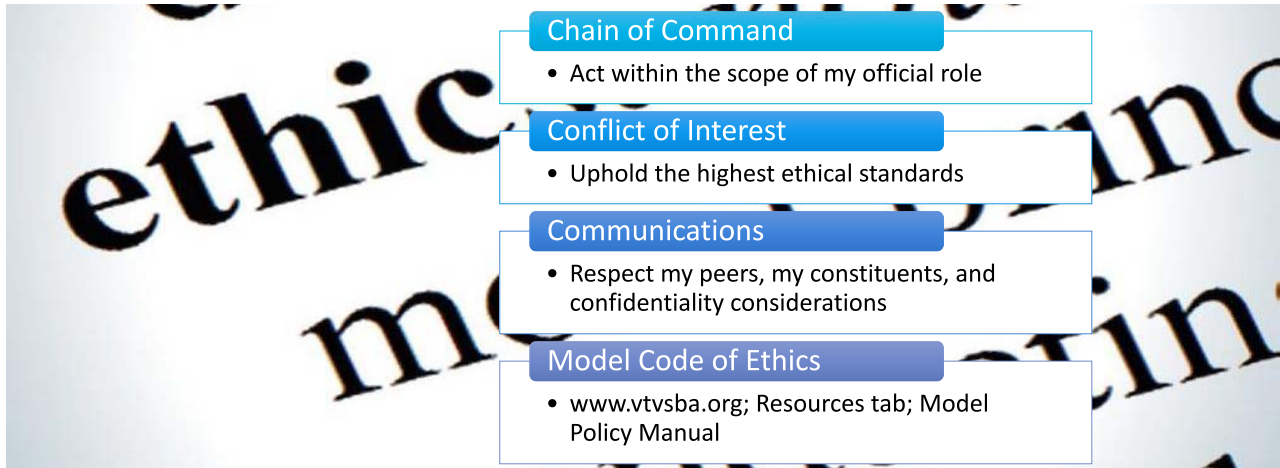
- Boards must operate under Robert's Rules of Order
- May opt for Robert's Rules for Small Boards but must agree to do so

### Robert's Rules for Small Boards

- Fewer than 12 members
- More informal
- Requires formal motion but no second
- Board chair facilitates until consensus
- Chair may vote

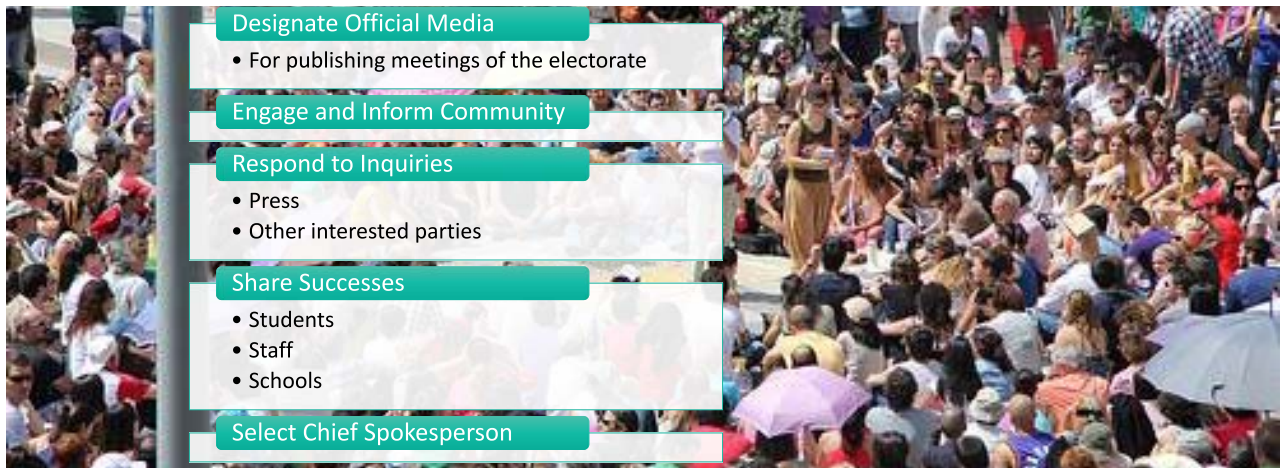


## Code of Ethics



- Chain of Command**
  - Act within the scope of my official role
- Conflict of Interest**
  - Uphold the highest ethical standards
- Communications**
  - Respect my peers, my constituents, and confidentiality considerations
- Model Code of Ethics**
  - [www.vtvsba.org](http://www.vtvsba.org); Resources tab; Model Policy Manual

## Communications



- Designate Official Media**
  - For publishing meetings of the electorate
- Engage and Inform Community**
- Respond to Inquiries**
  - Press
  - Other interested parties
- Share Successes**
  - Students
  - Staff
  - Schools
- Select Chief Spokesperson**



## District Policies and Procedures

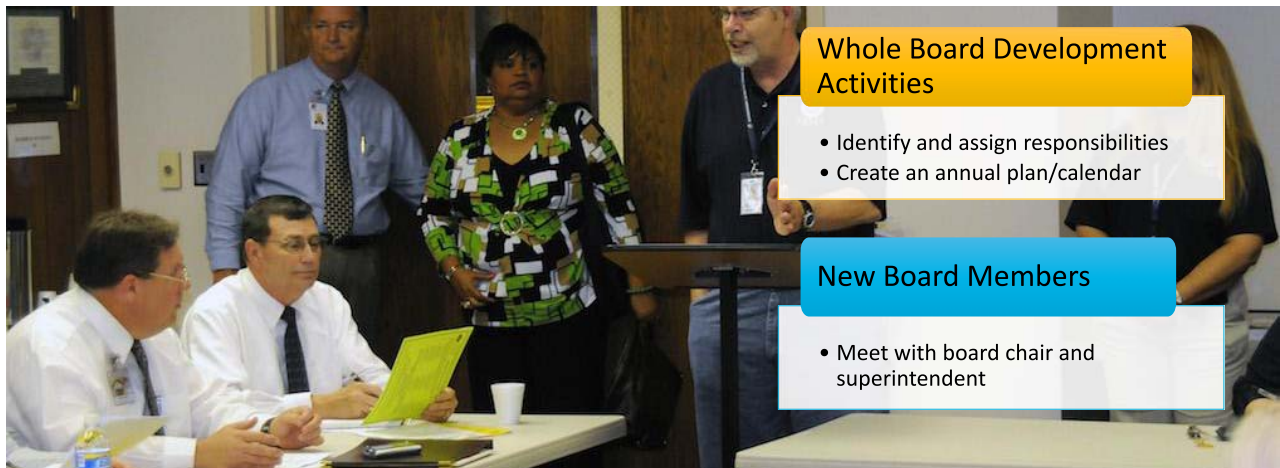


A school board meeting is a public meeting. It is not a meeting of the public.

- Public Comment
- Handling Complaints
- VSBA Model Policy Manual
  - [www.vtvsba.org](http://www.vtvsba.org)

**VERMONT**  
SCHOOL BOARDS ASSOCIATION

## Board Development



Whole Board Development Activities

- Identify and assign responsibilities
- Create an annual plan/calendar

New Board Members

- Meet with board chair and superintendent

**VERMONT**  
SCHOOL BOARDS ASSOCIATION

# Advocacy



# DRAFT

## BARRE UNIFIED UNION SCHOOL DISTRICT REGULAR BOARD MEETING Via Video Conference – Google Meet February 24, 2021 - 5:30 p.m.

### MINUTES

#### **BOARD MEMBERS PRESENT:**

Sonya Spaulding (BC) – Chair  
Alice Farrell (BT) – Vice Chair  
Guy Isabelle (At-Large) - Clerk  
Renee Badeau (BT)  
Tim Boltin (BC) – joined at 6:18 p.m.  
Giuliano Cecchinelli, II (BC)  
Sarah Pregent (BC)

#### **BOARD MEMBERS ABSENT:**

Gina Akley (BT)  
Chris Parker (BT)

#### **ADMINISTRATORS PRESENT:**

Chris Hennessey, Superintendent  
Carol Marold, Director of Human Resources

#### **GUESTS PRESENT:**

Dave Delcore – Times Argus      James Carpenter      Prudence Krasofski      Rebekah Mortensen      Terry Reil

**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, Mrs. Spaulding, called the Thursday, February 24, 2021, Regular meeting to order at 5:32 p.m., which was held via video conference.

Mrs. Spaulding provided an overview of the Meeting Norms and procedures for public comment, advising that though the Board listens to public input, they don't necessarily engage in discussion.

#### **2. Additions and/or Deletions to the Agenda**

Add 10.1 – Advice and Consultation Regarding Personnel (Executive Session)

**On a motion by Mr. Isabelle, seconded by Mrs. Pregent, the Board unanimously voted to approve the Agenda as amended. Mr. Boltin was not present for the vote.**

#### **3. Public Comment for Items Not on the Agenda**

##### **3.1 Public Comment**

Terry Reil thanked the Board for their patience and explanations over the past year.

James Carpenter spoke of behalf of the Problem Solving Through Literature Program (PSTL) at BTMES. Mr. Carpenter would like to see this ELA Program (which has been in place for approximately 30 years) brought back to the school. Mr. Carpenter provided a brief overview of the Program, including; community service items which benefit students and the public, as well as the intensive literacy portion of the program, which challenges the District's most gifted students. This Program has been a great source of pride within the community and Mr. Carpenter would like to have a public discussion regarding this program and would like to see it reinstated. It was noted that the last time this Program was discussed publicly; it drew over 50 supportive community members. Mrs. Spaulding advised that this program will be added to a future Board or Curriculum Committee meeting.

##### **3.2 Student Voice**

None.

#### **4. Approval of Minutes**

##### **4.1 Approval of Minutes – February 10, 2021 Regular Meeting**

**On a motion by Mrs. Pregent, seconded by Mr. Isabelle, the Board unanimously voted to approve the Minutes of the February 10, 2021 Regular Meeting. Mr. Boltin was not present for the vote.**

# DRAFT

## 5. Current Business

### 5.1 New Hires

The resume and BUUSD Notification of Employment Status Form for Jennifer Cote (BCEMS SPED SLP) was distributed. Mr. Hennessey advised that he has two new hires to discuss, one of which was interviewed just prior to this meeting, and that her information is not included in the packet. That individual is Elizabeth Brown (hired for the position of Director of Early Childhood Education - to fill the position being vacated by Lauren May). Mr. Hennessey would like the Board to meet this candidate in March and will include her information in that board packet. Mr. Hennessey advised that the District has made Ms. Brown an offer and she has accepted that offer. Mr. Hennessey provided an overview of Ms. Cote's education and experience. Mr. Hennessey answered questions from the Board.

**On a motion by Mrs. Farrell, seconded by Mrs. Pregent, the Board unanimously voted to approve the hiring of Jennifer Cote. Mr. Boltin was not present for the vote.**

### 5.2 Curriculum Director Search Update

A document titled 'Admin Search Committee – Director of Curriculum' was distributed.

Mr. Hennessey displayed a portion of the District's web site that lists all current openings and the hiring process. The Director of Curriculum Search Committee page was displayed. Mrs. Marold provided an overview of the Director of Curriculum web page. There were 13 candidates for this position. Surveys of staff and community members were part of the hiring process. Mrs. Marold provided an overview of survey feedback from teachers. Mr. Hennessey hopes to have a Board approved candidate by the next Curriculum Committee meeting in March. There were no questions from the Board. Mrs. Spaulding noted that the 03/24/22 meeting will be very full, and the Board may wish to schedule an additional meeting that week, for the purpose of holding interviews.

### 5.3 Administrator Search Timeline (BC/SHS Principals)

A document titled 'Admin Search Committee – BCEMS Co-Principal' was distributed.

A document titled 'Admin Search Committee – SHS Principal' was distributed.

Mr. Hennessey displayed the web page for the BCEMS Co-Principal position. Mrs. Marold noted that the hiring committee has completed its work for this position. There were 10 candidates for the position. There were 4 viable candidates, but 2 withdrew prior to interviews. Mr. Hennessey advised that the candidate being brought forward for interview with the Superintendent, is Interim Co-Principal Pierre Laflamme. Mr. Hennessey noted that the Board previously interviewed this candidate last year. Mrs. Marold answered questions from the Board. Mrs. Spaulding suggested that the 'new' Board (elections are 03/01/22) make the decision on whether or not Mr. Laflamme should be interviewed again.

Mr. Hennessey displayed the web page for the SHS Principal position. Mrs. Marold provided an overview of the process, noting that the posting closes on 03/01/22. Currently there are 8 candidates for this position. The Committee will hold their first meeting on 03/02/22. This hiring committee is large and has a wide variety of members. Mrs. Marold noted that there were 5 SHS students who wanted to be involved in the hiring process.

Mr. Hennessey provided a brief overview of the BUUSD website, advising that it contains much information, and he encourages community members to access the site.

Mrs. Marold advised regarding open assistant principal positions (at BCEMS and SHS), noting that there are few candidates for these positions. The BCEMS Assistant Principal position is being posted in anticipation that Pierre Laflamme will be hired as a BCEMS Co-Principal. The SHS position is to fill the position vacated by Jim Ferland. The SHS position was posted on 01/31/21 and closes on 02/28/22. There were 18 candidates, 3 have withdrawn. Some candidates applied for both the BCEMS and SHS positions.

In response to a query regarding the timeline for this hiring process, Mrs. Marold advised that the posting for the SHS Assistant Principal position closes on 03/07/22, and the search for the SHS Principal Position was started by Mrs. Waterhouse before she decided to move to BCEMS, and is well underway. Mrs. Marold hopes that hiring for the BCEMS position will be completed by late March.

### 5.4 Community Members on Committees

A document titled 'Guidelines for Community Members on BUUSD School Board Committees' was distributed.

Mrs. Spaulding provided a brief overview of the guidelines approved by the Board on 12/02/21, advising that she wants community members to be prepared to submit letters of interest for these committee seats. Committee openings will be posted for two weeks. Mrs. Spaulding will consult with legal counsel regarding whether or not community members can serve on the Negotiations Committee. In response to a query, it was noted that community members who are currently serving as committee members, will need to apply (committees are re-formed each year). Community members may serve on multiple committees. There are no term limits, though interested parties need to apply annually.

# DRAFT

## 5.5 FY23 Budget

Mrs. Spaulding has added this item to the Agenda because she believes there is confusion and concern within the community regarding the budget numbers. Mr. Hennessey displayed the 'comparison' screen from the web site. Mrs. Spaulding provided an overview of the comparison information, including; General Fund Expenses, Grant Expenses, Total Expenses (which is the number that needs to be put on the ballot), Revenue, and Proposed Estimated Tax Rates. The Tax Rate Calculation page was displayed, and Mrs. Spaulding provided an overview of the document, advising which items are determined by the State. The Yield is set by the Legislature and has not been set yet. Mrs. Spaulding provided an overview of the formula used to calculate the proposed tax rates. Brief discussion was held regarding the process for securing grants, and the work involved in remaining in compliance with grant stipulations. Mrs. Spaulding responded to ascertain that the budget is only going down because of the Yield, noting that the Board decided to apply \$700,000 towards revenue. Mrs. Spaulding believes the Board is making good decisions on behalf of tax payers. Mrs. Spaulding reminded community members that a budget informational session is being held on Monday, February 28, 2022 at 5:30 p.m. Mrs. Spaulding encourages community members to vote to support the District's schools.

## 6. Old Business

### 6.1 COVID Update

A copy of a letter from Mr. Hennessey to BUUSD Community Members, dated 02/17/22 was distributed.

Mr. Hennessey provided an overview of the distributed letter. Mr. Hennessey advised that the recommendation to keep mask mandates in place until the vaccination rate is 80% will be followed. Mr. Hennessey believes that the State will provide more clear guidance by 03/11/22. It was noted that the State has provided all school districts with enough COVID tests for all students. Though most tests were distributed on Thursday, 02/17/22, due to the snow day on 02/18/22, not all tests were distributed. Test kits were available for pick up at the Central Office today, and given the inclement weather anticipated for tomorrow, will also be available on Monday 02/28/22. In response to a query regarding a contingency plan for students or staff members who refuse to wear a mask, Mr. Hennessey noted that the schools have not had any issues with staff, and most students have been very respectful of the mandate. Mr. Hennessey does not want to enact punitive measures, but would rather appeal to individuals' sense of community. Pre-k students (not eligible for vaccinations) and Pre-k staff will continue to follow the mask mandate. Federal regulations still require that masks be worn by individuals riding on buses.

## 7. Other Business/Round Table

Board Members gave a 'shout out' to Guy Isabelle, who has served on many of the District's Boards for many years. Mr. Isabelle is not running for re-election. This is Mr. Isabelle's last Board meeting for the District. Mr. Isabelle has contributed greatly to the District for many years, including assisting with educating new board members. Mr. Isabelle was thanked for his contribution to the District and was wished well in the future, including his bid for a seat on the regional technical center board.

Mr. Isabelle expressed his great concern for the citizens of Ukraine. Mr. Isabelle lauded the SHS Wrestling Team for their recent win over Mount Anthony. The SHS Wrestling Team has won the State Title. Mr. Isabelle noted that all of the SHS sports teams are having a terrific year. Mr. Isabelle encouraged community members to vote, and wished all of the candidates luck in their bids for election.

Mr. Cecchinelli hopes that the vote for a regional technical center is passed and that Mr. Isabelle is allowed to continue his contribution by serving on the regional board. Mr. Cecchinelli also encourages community members to vote.

Mrs. Farrell noted that Mr. Isabelle is running for the regional technical center board and she hopes the vote to form a regional technical center passes. Mrs. Farrell noted that military members are being moved around (as a result of what is transpiring in Ukraine), and asked that individuals keep military members, and their families in their thoughts.

Mrs. Spaulding also noted that Mr. Isabelle is running for the regional technical center board (should a regional center be approved), and that he has been a great supporter of CVCC for many years. Mrs. Spaulding also encourages community members to vote.

Mr. Hennessey advised that CVCC Director Jody Emerson is very hopeful that Mr. Isabelle will be able to work with the technical center. Mr. Hennessey also expressed gratitude to Mr. Isabelle for his years of service and wishes him well.

## 8. Future Agenda Items

Informational Meeting:

- FY23 Budget

Reorganizational Meeting:

- Board Reorganization
- Administrator Position Interview Discussion

# DRAFT

Regular Meeting:

- New Hires
- Combining of BCEMS and BTMES Athletic Programs
- Interviews for Community Members Applying for Committee Seats
- Revisit In-Person Meetings
- Administrator Evaluations (may need to be moved to April)

## **9. Next Meeting Dates**

Mrs. Spaulding reiterated that a budget informational meeting will be held on Monday, February 28, 2022 at 5:30 p.m., and encourages community members to attend to hear information on the budget and to get any questions answered.

The Reorganizational Board Meeting is Thursday, March 10, 2022 at 5:30 p.m. via video conference.

Mrs. Spaulding noted that Reorganization of the Board does take a significant amount of time and she wants to clearly define which meeting, items will be discussed at (Reorganizational Meeting or Regular Meeting).

A Regular Board Meeting will be held on Thursday, March 24, 2022.

## **10. Executive Session as Needed**

### **10.1 Advice and Consultation Regarding Personnel**

Mrs. Poulin advised that she does not believe the topic presented for discussion meets the legal requirement for meeting in Executive Session. Mrs. Poulin read from Statute, the items the Board may legally discuss in Executive Session. After this review of the Statute which restricts what can be discussed in Executive Session, it was determined that the item proposed does not meet the legal requirements for discussion in Executive Session. In response to a query regarding how Mrs. Farrell wishes to proceed, she confirmed that her question does not meet the defined criteria. Mrs. Farrell withdrew her request, and advised that she will contemplate how to reach a solution to the matter she had wished to discuss. Mrs. Farrell believes the item is something that needs to be addressed, but does not need to be addressed in public. Mrs. Spaulding advised that Executive Session will not be held.

## **11. Adjournment**

**On a motion by Mrs. Pregent, seconded by Mr. Isabelle, the Board unanimously voted to adjourn at 6:50 p.m.**

Respectfully submitted,

*Andrea Poulin*



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

<p align="center"><b>TRANSFER/CHANGE/TERMINATION NOTIFICATION FORM</b></p> <p align="center">Complete and Submit to Central Office          (please submit via email scan to <a href="mailto:hr@buusd.org">hr@buusd.org</a>)</p>	<p align="center"><b>Date Received by Central Office:</b></p> <div style="border: 1px solid black; padding: 5px; text-align: center; font-size: 1.2em;">2-23-22</div>
<p><b>Action</b> (<i>X all that apply</i>):</p> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="display: flex; align-items: center;"> <input checked="" type="checkbox"/> <b>Transfer</b> </div> <div style="display: flex; align-items: center;"> <input type="checkbox"/> <b>Changes in Hours/Schedule</b> </div> <div style="display: flex; align-items: center;"> <input type="checkbox"/> <b>Changes in Wages</b> </div> <div style="display: flex; align-items: center;"> <input type="checkbox"/> <b>Termination</b> </div> </div> <div style="display: flex; align-items: center; margin-top: 5px;"> <input checked="" type="checkbox"/> <b>Other</b> <div style="border: 1px solid black; padding: 2px; margin-left: 5px; flex-grow: 1;">Replacement SE to Permanent SE 22-23</div> </div>	

**Name:** Harry Marek **Location:** SHS / SEA

**Effective Date of Change:** \*\*\* Starting 22-23 year (Transfer-use the first day of the pay period if possible.)

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

<b><u>CURRENT:</u></b>			
<b>Current Position:</b>	<span style="border: 1px solid black; padding: 2px;">Replacement SE hired after 8/1/21</span>	<b>Classification:</b>	<span style="border: 1px solid black; padding: 2px;">Teacher</span>
(e.g. Teacher, Para-Educator, Administrator, Bookkeeper, etc.)		(e.g. Teacher, Para, AFSCME, Non-Con A,B,C or D or Admin.)	
<b>Hours Per Day:</b>	<span style="border: 1px solid black; padding: 2px 10px;"></span>	<b>Scheduled Hours:</b>	<span style="border: 1px solid black; padding: 2px 10px;"></span> a.m. to <span style="border: 1px solid black; padding: 2px 10px;"></span> p.m. <b>FTE:</b> <span style="border: 1px solid black; padding: 2px 10px;">1.0</span>
<b>Current Rate of Pay:</b>	<span style="border: 1px solid black; padding: 2px 20px;"></span>	<b>Hourly-Non Exempt</b>	<input type="checkbox"/> or <b>Salary- Exempt</b> <input checked="" type="checkbox"/>
<b>Account Code:</b>	<span style="border: 1px solid black; padding: 2px;">101-3097-51-21-0-1206-51110</span>		
<b><u>NEW:</u></b>			
<b>New Position:</b>	<span style="border: 1px solid black; padding: 2px;">Special Educator</span>	<b>Classification:</b>	<span style="border: 1px solid black; padding: 2px;">Teacher</span>
(e.g. Teacher, Para-Educator, Administrator, Bookkeeper, etc.)		(e.g. Teacher, Para, AFSCME, Non-Con A,B,C or D or Admin.)	
<b>Hours Per Day:</b>	<span style="border: 1px solid black; padding: 2px 10px;"></span>	<b>Scheduled Hours:</b>	<span style="border: 1px solid black; padding: 2px 10px;"></span> a.m. to <span style="border: 1px solid black; padding: 2px 10px;"></span> p.m. <b>FTE:</b> <span style="border: 1px solid black; padding: 2px 10px;">1.0</span>
<b>New Rate of Pay:</b>	<span style="border: 1px solid black; padding: 2px 20px;"></span>	<b>Hourly-Non Exempt</b>	<input type="checkbox"/> or <b>Salary-Exempt</b> <input checked="" type="checkbox"/>
<b>Account Code:</b>	<span style="border: 1px solid black; padding: 2px;">Same: 101-3097-51-21-0-1206-51110</span>		
<b>Administrator Approval:</b>	<span style="border: 1px solid black; padding: 2px;">Jason Derner, Stacy Anderson</span>		
<b>Date:</b>	<span style="border: 1px solid black; padding: 2px;">2/23/21</span>		

**Superintendent Approval on Reverse Side**



## Section 2: TERMINATION/RESIGNATION

**Termination Type (X One):** ☐ Voluntary ☐ Involuntary

**(Involuntary termination requires pre-approval from the superintendent)**

**Reason:**

**Last Day Worked:**

**Current Position:**

**Classification:**

(e.g. Teacher, Para-Educator, Administrator, Bookkeeper, etc.)

(e.g. Teacher, Para, AFSCME, Non-Con A,B,C or D or Admin.)

**Administrator Approval:**

**Date:**

*Please Attached Resignation Letter or Notice for involuntary terminations.*

*Email completed packet to the HR email - [HR@buusd.org](mailto:HR@buusd.org). Do not send a paper copies through the pony.*

**For Central Office Use Only:**


Exit Interview Requested: Date

By Whom?

**Exit Interview Approval Signature**

**Date**

**Superintendent Approval for Change in Employment Status or Termination:**



**Superintendent Signature**

2-28-22

**Date**

Updated 04/02/2020

# Harry Marek

## ***Education***

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### **University of Vermont**

Burlington , Vermont

Bachelor of Education

**Major:** Secondary Education

**GPA:** 3.620

Attended August 2016 to May 2020

Degree conferred May 2020

### **Shaker Heights High School**

Shaker Heights , Ohio

**GPA:** 4.000

Attended August 2012 to May 2016

Degree conferred May 2016

## ***Experience***

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### **Barre Unified Union School District**

Aug 2021 - Present

Special Educator

Barre VT

Manage a caseload of 7 students that receive special education services. Develop and review Individualized Education Plans for students on my caseload.

Work with school psychologist, classroom teachers, and other team members to plan three year reevaluations. Administer and interpret results of nationally normed achievement tests to assess basic skill areas of students.

Coordinate special education services and serve as the primary contact for the parent and collaborate with coworkers to assure access to students education.

**Supervisor:** Jason Derner (802-477-5030)

**Experience Type:** Public School, Full-time

It is **OK** to contact this employer

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### **Repair The World**

Aug 2020 - Jul 2021

Fellow

Baltimore

Work with local non-profit community partners to organize programs, recruit volunteers and assist them with their needs.

Plan and execute learning opportunities for the community members to take part in, some of these include cocktails with conscience and virtual learning opportunities.

Attended professional development opportunities which include time management, social justice training, and Jewish Service Learning

**Reason for leaving:** One year fellowship that ended in July 2021.

**Supervisor:** Jessy Dressin (N/A)

**Experience Type:** Other, Full-time

It is **OK** to contact this employer

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### **Burlington High School**

Jan 2020 - May 2020

Student Teacher

Burlington VT

While student teaching with Chaim and Michael, I had the experience to work with 9th-12th graders in various math classes. These include Algebra 1, Algebra 2, and Honors Pre-Calculus. I worked with my mentors to develop lesson plans, learn the procedures at Burlington High School (BHS), and teach the curriculum. During my internship at BHS, I had the chance to plan a unit in both the Algebra 1 and Pre-Calculus classes. I also am a part of the planning and facilitating of online instruction while schools are closed due to COVID-19.

**Supervisor:** Chaim Lodish and Michael Havens ((802) 864-8411)

**Experience Type:** Student Teaching, Full-time

It is **OK** to contact this employer

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### **South Burlington Middle School**

Aug 2019 - Dec 2019

Student Teacher

South Burlington Vermont

During my student teaching at Tuttle Middle school on an 8th grade team, I gained experience working with students with disabilities. This included working with my mentor teacher to implement one-on-one interventions, co-teaching, testing students for evaluation, and facilitating Individualized Education Plan (IEP) meetings. Additionally, I worked with her to plan lessons about the book The Diary of Anne Frank, to create a study guide, and to supervise our field trip to see a performance of the play based on the book. I also collaborated with teachers to differentiate lesson plans, accommodate assignments, and discuss how to support students in the classroom. While at Tuttle Middle school I also participated in professional development at staff meetings.

**Supervisor:** Corey Mckenzie ((802) 652-7100)

**Experience Type:** Student Teaching, Part-time

It is **OK** to contact this employer

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### ***Warren Schaeffer Exemplar of Leadership Award***

The Warren Schaeffer Exemplar of Leadership Award goes to a student who best exemplifies student leadership within the Jewish Community.

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### ***The Defining Excellence Award***

In recognition of outstanding scholarship, service, and leadership in the Student Accessibility Services and the University community.

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### ***Alpha Phi Omega Outstanding Service Award***

The Outstanding Service Award goes to a member of Alpha Phi Omega who has shown their dedication to serving the community throughout the school year.

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

**TRANSFER/CHANGE/TERMINATION  
NOTIFICATION FORM**

Complete and Submit to Central Office  
(please submit via email scan to [hr@buusd.org](mailto:hr@buusd.org))

Date Received by Central Office:

2-24-22

**Action** (*X all that apply*):

☒ Transfer    ☐ Changes in Hours/Schedule    ☐ Changes in Wages    ☐ Termination

☒ Other    Replacement to Permanent 22-23

Name: Kristin Porrazzo

Location: SHS

Effective Date of Change: \*\*\* Starting 22/23 year

(Transfer-use the first day of the pay period if possible.)

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

**CURRENT:**

Current Position: Replacement SpEd Psychologist

Classification: Teacher

(e.g. Teacher, Para-Educator, Administrator, Bookkeeper, etc.)

(e.g. Teacher, Para, AFSCME, Non-Con A,B,C or D or Admin.)

Hours Per Day: Scheduled Hours: a.m. to p.m. FTE: 1.0

Current Rate of Pay: Hourly-Non Exempt or Salary-Exempt ☒

Account Code: 101-3097-51-21-0-2140-51110

**NEW:**

New Position: SpEd Psychologist

Classification: Teacher

(e.g. Teacher, Para-Educator, Administrator, Bookkeeper, etc.)

(e.g. Teacher, Para, AFSCME, Non-Con A,B,C or D or Admin.)

Hours Per Day: Scheduled Hours: a.m. to p.m. FTE: 1.0

New Rate of Pay: Hourly-Non Exempt or Salary-Exempt ☒

Account Code: Same - 101-3097-51-21-0-2140-51110

Administrator Approval: Stacy Anderson

Date: 2/24/22

Superintendent Approval on Reverse Side



## Section 2: TERMINATION/RESIGNATION

**Termination Type** (*X One*): ☐ Voluntary ☐ Involuntary

**(Involuntary termination requires pre-approval from the superintendent)**

**Reason:**

**Last Day Worked:**

**Current Position:**

**Classification:**

(e.g. Teacher, Para-Educator, Administrator, Bookkeeper, etc.)

(e.g. Teacher, Para, AFSCME, Non-Con A,B,C or D or Admin.)

**Administrator Approval:**

**Date:**

*Please Attached Resignation Letter or Notice for involuntary terminations.*

*Email completed packet to the HR email - [HR@buusd.org](mailto:HR@buusd.org). Do not send a paper copies through the pony.*

### **For Central Office Use Only:**

Exit Interview Requested: Date

By Whom?

**Exit Interview Approval Signature**

**Date**

### **Superintendent Approval for Change in Employment Status or Termination:**

*Christopher Hennessy*

**Superintendent Signature**

*MARCH 2 2022*

**Date**

Updated 04/02/2020



# Kristin Veronica Porrazzo

## ***Education***

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### **Northeastern University**

Boston, Massachusetts

Certificate of Advanced Graduate Studies

**Major:** School Psychology, **Minor:** Concentration in Applied Behavior Analysis

**GPA:** 4.000

**Credit Hours:** 40

Attended July 2014 to April 2016

### **Northeastern University**

Boston, Massachusetts

Master of Science

**Major:** School Psychology, **Minor:** Concentration in Applied Behavior Analysis

**GPA:** 4.000

**Credit Hours:** 32

Attended September 2013 to June 2014

Degree conferred June 2014

### **Northeastern University**

Boston, Massachusetts

Bachelor of Science

**Major:** Psychology, **Minor:** Business Administration

**GPA:** 3.200

Attended September 2004 to April 2009

Degree conferred May 2009

## ***Experience***

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### **Norwood Public Schools**

Sep 2017 - Jun 2020

School Psychologist

Norwood, Massachusetts

- Conducted cognitive and social-emotional assessments across five elementary schools
- Presented findings and recommendations at IEP meetings
- Consulted with teachers to address behavioral and academic concerns
- Facilitated the development of a PBIS Team at one elementary school
- Assisted with telehealth counseling sessions and IEP administration after the COVID-19 school closure

**Reason for leaving:** Moved out of the area

**Supervisor:** Lori Cimeno (508-930-8223)

**Experience Type:** Public School, Full-time

It is **OK** to contact this employer

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**Ashland Public Schools, David Mindess Elementary School**

Aug 2016 - Jun 2017

School Psychologist

Ashland, Massachusetts

- Conducted comprehensive psychoeducational assessments using cognitive, achievement, social-emotional, adaptive functioning, and executive functioning tools for initial special education evaluations and triennial evaluations.
- Provided individual and/or group counseling to 25-35 students with a variety of presenting concerns and disabilities using evidence-based practices and curriculums.
- Presented findings and recommendations of psychoeducational and functional behavior assessments at Team meetings in order to determine needed supports and/or eligibility for special education services or accommodations through a 504 plan.
- Participated in prevention activities, including a weekly clinical meeting with the principal and guidance counselors, a weekly Response-to-Intervention meeting, and a monthly PBIS meeting.
- Consulted with teachers and parents of counseling students and students who have exhibited problematic behaviors in the classroom, assisting in the creation and monitoring of behavior intervention plans.
- Developed measurable social-emotional IEP goals for counseling students and updated periodic progress reports.

**Reason for leaving:** I was covering for a school psychologist on maternity leave.**Supervisor:** Michael Caira (principal) (508-881-0194)**Experience Type:** Public School, Full-timeIt is **OK** to contact this employer

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**Newton Public Schools, Countryside Elementary School**

Sep 2015 - Jun 2016

School Psychology Intern

Newton, Massachusetts

- Provided individual and group counseling to students with a variety of behavioral and social-emotional needs (e.g., anger management, anxiety reduction).
- Conducted comprehensive psychological assessments, integrating data from various psychological and neuropsychological instruments chosen based on the referral concern, and presented findings to Team members at IEP meetings.
- Performed functional behavior assessments and created function-based recommendations.
- Facilitated Social Thinking groups to strengthen social pragmatics skills.
- Consulted with teachers and parents of counseling students and students who have exhibited problematic behaviors in the classroom, assisting in the creation and monitoring of behavior intervention plans.
- Presented findings of psychological and functional behavior assessments to parents, specialists, and teachers.
- Developed measurable social-emotional IEP goals for counseling students and updated periodic progress reports.
- Provided preventative services through a 1st grade friendship group for new students, social skills lessons to Kindergarten classes using the Zones of Regulation curriculum, and various short-term counseling interventions for students identified through weekly Student Intervention Team (SIT) meetings.

**Reason for leaving:** Graduated program, completion of experience hours**Supervisor:** Dr. Lynn Chachkes (617-559-9460)**Experience Type:** Public School, Full-timeIt is **OK** to contact this employer

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**Boston Public Schools, Mattahunt Elementary and Roosevelt K-8 School**

Apr 2014 - Jun 2015

School Psychology Practicum Student

Boston, Massachusetts

- Participated in a team-oriented approach of Response to Intervention (RTI) focusing on comprehensive behavioral health.
- Conducted comprehensive assessments with a diverse population of students to determine special education eligibility.
- Created and maintained a school-wide behavioral record of universal screening data, office discipline referrals, nurse visits, and tiered interventions received, in order to monitor students' progress and identify those who may be in need of support.
- Provided individual and group counseling based on Zones of Regulation and Keeping Your Cool curriculums.
- Implemented a math intervention to three 6th grade students targeting skills identified through curriculum-based measures.
- Assisted with the implementation of school-wide social skills training, universal behavior screening, and a Tier 2 Check-in, Check-out Intervention for 100 students.
- Facilitated PBIS meetings to discuss positive behavior support services, such as the development and amendment of core value lesson plans, analysis of school-wide behavioral data, and evaluation of current Tier 1 programs.

**Reason for leaving:** Completed practicum experience hours, wanted to get experience in a different district

**Supervisor:** Jennifer Corish-White, NCSP ((617) 635-8792, (617) 635-8676)

**Experience Type:** Public School, Part-time

It is **OK** to contact this employer

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**APEX Behavioral Consulting**

Sep 2013 - Jul 2014

Applied Behavior Analysis (ABA) therapist

Boston, Massachusetts

- Implemented treatment programs that utilized discrete trial training, task analysis, and incidental teaching to teach a variety of skills, including appropriate play, socialization, receptive and expressive language, and activities of daily living.
- Tracked and graphed behavioral data for clients, aged 3-16, who were diagnosed with Autism Spectrum Disorder.

**Reason for leaving:** Starting graduate school

**Supervisor:** Ali Kelliher ((617) 839-3707)

**Experience Type:** Other, Full-time

It is **OK** to contact this employer

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**Boston Children's Hospital, Department of Ophthalmology**

Sep 2009 - Sep 2013

Surgical Coordinator/Ambulatory Services Rep

Boston, Massachusetts

Surgical Coordinator

- Scheduled all aspects of elective and urgent surgical procedures for eight high-volume physicians.
- Provided empathic support for patients and families struggling with the concept of surgical intervention.
- Managed case coordination for patients that require multiple, concurrent procedures with other departments.
- Analyzed complex patients' medical histories, reporting findings to triage and OR team to safeguard

against same-day cancellation.

- Verified insurance benefits, requested prior authorizations and supplied estimates for self-pay patients.
- Created monthly availability report and offered trend analysis to doctors and management in department.
- Organized OR utilization data and developed new practices to increase usage percentages.

Ambulatory Services Representative II

- Exhibited patience and compassion while communicating with families as a front-end representative.
- Resolved significant problems that arouse with referrals by organizing the steps taken for resolution.
- Performed general office functions that include receptionist, phone coverage and e-mailing that contribute to a productive office.

**Reason for leaving:** Pursuing a new career in school psychology and wanted to get direct care experience with children

**Supervisor:** Kristin Franz (617-355-6401)

**Experience Type:** Other, Full-time

It is **OK** to contact this employer

## ***Volunteer Experience***

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Massachusetts School Psychologists Association (MSPA) conference (Norwood, MA – 2014)

- Assisted with creating packets, registering conference attendants, and selling raffle tickets

Healthy Kids, Healthy Futures (Boston, MA – 2013)

- Led activities for children and families at weekly open gym in Roxbury

Home for Little Wanderers (Boston, MA – 2012/13)

- Mentored 8 year-old girl living in residential treatment facility

Peaceable Kingdom Retreat for Children (Killeen, TX – 2009)

- Led activities for groups of grade-school students visiting the retreat center

Beth Uriel Shelter for Boys (Cape Town, South Africa - 2008)

- Tutored 14-22 year old boys in math and English

Rosie's Place (Boston , MA - 2008)

- Served lunch at local women's shelter

Habitat for Humanity (Pacheco, CA – 2006, Macon, GA – 2008)

- Worked with a team of volunteers to assist in the construction of houses for underprivileged families

## ***Research Experience***

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Northeastern University - Research Assistant (September 2013-June 2015)

- Core member of a research team investigating risk and resilience factors in individuals struggling to pass Massachusetts' high school exit exams.
- Conducted semi-structured interviews to identify factors that help individuals cope with a major setback in life.
- Assisted with research processes such as coding transcripts, collaborated with team at weekly meetings, updated the coding book, and organized data to facilitate analysis and presentation of results.

University of Cape Town, Cross-University Brain and Behavior Initiative - Research Assistant (July 2008 – November 2008)

- Coordinated participant screening sessions, which consisted of a structured diagnostic interview to assess for psychiatric illnesses in a double-blind, placebo-controlled, fMRI study.
- Administered EEGs while participant performed computerized tasks such as the

Prisoner's Dilemma Task, Emotional Recognition Task and Facial Morphing Task for future evaluation in the study.

- Managed computerized and paper-based data, contributed in participant recruiting, produced monthly progress reports for the Ethics Committee and communicated with participants for appointments and subject preparation.
- Administered CANTAB cognitive testing and Autobiographical Memory Test during screening sessions.

Northeastern University, Institute on Urban Health Research - Research Assistant (October 2007 - June 2008)

- Managed all data elements for BASICS study, an alcohol and drug intervention program tested on Northeastern undergraduate students under the sponsorship of Dr. Hortensia Amaro.
- Organized the extensive details associated with preparing students for their three-tiered survey testing and maintained precise data necessary for continuation of the government grant.
- Developed research paper topics with BASICS team to evaluate the effectiveness of the program.

## ***Professional Development***

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National Association of School Psychologists Annual Convention, held virtually (February 2021)

Annual School Neuropsychology Conference, held virtually (March 2020)

National Association of School Psychologists Summer Convention in Hartford, CT (July 2019)

Integrating Science and Practice to Improve the Outcomes of Students with Emotional and Behavioral Problems (April 2016)

National Association of School Psychologist Convention in New Orleans, LA (February 2016)

School Crisis Prevention and Intervention: Lessons from the Front Lines (November 2015), Presented by Dr. Scott Poland

Treating Trauma with the Modular Approach to Therapy for Children (MATCH-ADTC) Program (April 2015), Presented by Dr. Daniel Cheron, Judge Baker's Children's Center

Massachusetts School Psychologists Association Conference (October 2014)

Plan, Prepare, Prevent: The SOS Signs of Suicide Online Gatekeeper Training (February 2014)

## ***Professional Associations: Leadership***

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Social Chair, 2013-2015, Student Affiliates of School Psychology

- Planned events for faculty, students, and alumni attending NASP and SASP conferences, attended bi-monthly officer meetings to discuss upcoming SASP events, and paired incoming MS/CAGS students with second-year student mentors.

## ***Professional Associations: Membership***

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Massachusetts School Psychologists Association (MSPA)  
National Association of School Psychologists (NASP)  
American Psychological Association (APA) – Division 16



**ATTENTION  
BARRE CITY AND BARRE TOWN  
VOTERS NEEDED  
BUUSD COMMUNITY SEATS ON COMMITTEES**

**BARRE UNIFIED UNION SCHOOL DISTRICT'S  
FIVE COMMITTEES  
(Finance, Communications, Facilities,  
Policy, and Curriculum)  
ONE VACANT SEAT FOR BARRE CITY  
ONE VACANT SEAT FOR BARRE TOWN**

Barre City and Barre Town registered voters are needed to fill open committee seats in the Barre Unified Union School District. Community Members may serve on multiple committees and there are no limits to the number of terms/years a community member may apply and serve. The successful candidate will hold the position until the 2023 March annual meeting at which time the term will end and community members will need to reapply. Interviews will take place at the Barre Unified Union School District Board meeting at 5:30 p.m. on Thursday, March 24, 2022. Please submit your interest in writing by mail, email or in person to the Executive Assistant to the Superintendent, Tina Gilbert by noon on March 22, 2022.

For additional information please view this link:

[How to Engage with the BUUSD Board](#)

Tina Gilbert  
tgilbsu@busd.org  
Executive Assistant to the Superintendent  
120 Ayers Street  
Barre, VT 05641