

**Paine Mountain School District Board Meeting**  
**Wednesday, April 25, 2018**  
**6:00 pm**  
**Williamstown Middle High School, Williamstown, Vermont**

**Agenda**

1. **Roll Call** 6:00 pm
2. **Agenda Revision** 6:01 pm
3. **Public Participation** 6:02 pm
4. **Items for Board Action** 6:05 pm
  - **Approval of Minutes:** Regular – 4/2/2018
  - **Jordon Rock** - Gr 6-7 Mathematics WMHS
  - **Dot Higgin** – Gr K-12 Coordinator of Student Support NMHS (resume)
5. **Reports to the Board** 6:25 pm
  - Principals – Scott Lang, Ryan Parkman
  - Superintendent – (report included in agenda packet)
  - Chairperson
  - Committee Updates: Policy, Community Outreach, Mission, Negotiations, Athletics
6. **New Business** 6:30 pm
  - **Paine Mountain School Board Candidates** *Discussion, Possible Action*
    - Emily Gray
    - Jamie Cotton
    - John Stevens
    - George Silowash

Board members will conduct an open discussion with candidates for the open seat on the Paine Mountain School District Board. (resumes)
7. **Old Business**
  - **PBGRs** *Receive Information, Discussion* 7:00 pm

CVSU and Paine Mountain School District staff will continue their presentation on Proficiency Based Graduation Requirements. (PBGRs)
  - **Roles and Responsibilities** *Receive Information* 7:50 pm

Chair Peter Evans will share initial thoughts regarding his work on clarifying what is the Board's word and what is the work of the Superintendent.
8. **Future Agenda Items**
  - Logo • 1:1 Laptop Program • Property Transfer
9. **Adjournment** 8:00 pm

Peter Evans, Chair  
Paine Mountain School District

Susette L. Bollard, Superintendent, ONSU  
Paine Mountain School District  
Temporarily Assigned to ONSU by  
Vermont State Board of Education

**Next Paine Mountain SD Meetings**  
- Mon May 7 2018 6pm Brown Library Northfield  
- Weds May 23 2018 6pm WMHS

**Next CVSU Meeting**  
Weds May 2 6pm WMHS

**Paine Mountain School District Board Meeting**  
**Monday, April 2, 2018**  
**6:00 pm**  
**Brown Public Library, Northfield, VT**

*Minutes – Draft*

1. **Roll Call**  
Meeting called to order at 6:05 pm  
**Board Members Present:** Peter Evans (Chair), Rama Schneider (Vice Chair), Horace Duke, Christine Motyka, Mike Bailey  
**Board Members Absent:** Amanda Mills Brown, Justin Wrigley, Marie Abare  
**Administration Present:** Superintendent Susette Bollard, Superintendent Laurie Gossens  
**Others Present:** Business Manager Chris Locarno; Co-Director of Student Transformation Michaela Martin; Principal Jamie Kinnarney, Principal Ryan Parkman, Principal Wayne Howe, Principal Scott Lang, Principal Candidate Denise Russell, Emily Gray, Jane Paronto.
2. **Agenda Revision**  
Item 6 PBGR – add board discussion before presentation.
3. **Public Participation**  
None
4. **Items for Board Action**
  - **Approval of Minutes 3/21/2018**  
Motion made by Mike Bailey and seconded by Christine Motyka to accept the minutes as presented. Motion unanimously carries.
  - **Grades 6-7 Mathematics Teacher WMHS – Candidate Jordon Rock**  
Motion made by Mike Bailey and seconded by Horace Duke to authorize Superintendent Bollard to move forward with hiring Jordon Rock as mathematics teacher for Williamstown Middle High School. Motion unanimously carries.
  - **Principal Selection**  
Motion made by Rama Schneider and seconded by Christine Motyka to accept the nomination of Denise Russell for principal of Northfield Elementary School.  
Motion unanimously carries.
5. **Reports to the Board**
  - Principals Jamie Kinnarney & Wayne Howe  
Reports included in agenda packet. Discussion.
  - Superintendent  
Report included in agenda packet. Discussion,
6. **Old Business**
  - PBGRs  
Discussion; the admin team and facilitator Peter Clarke provided the board with an overview of the entire process that supports a proficiency-based diploma.
7. **New Business**  
Due to lack of time, agenda items regarding *Property Transfer* and *Roles and Responsibilities* were postponed to a future meeting.
8. **Future Agenda Items**  
Added logo
9. **Adjournment**  
Motion made by Rama Schneider and seconded by Mike Bailey to adjourn meeting at 8:05 pm.  
Motion unanimously carries.



I would like to be considered for the position of Coordinator of Student Affairs for the Northfield K-12 campus. I am an experienced and dynamic teacher and school leader and I look forward to the opportunity to bring my passion, skills and vision to this position. I have extensive experience and education, focusing on successful student engagement and establishing a constructive school culture.

I believe in the transformative power of a collaborative community culture. I understand and am able to respond to the challenges presented by today's diverse student population. For example, this year in Williamstown I have been involved with a group of colleagues looking at issues related to the LGBT community and the promotion of Safe Schools policies. I believe in proactive leadership which engages all stakeholders in the delivery of supportive programs and services. My goal is to support students' academic achievement, alongside their personal and social development. A critical element of a successful, sustainable school culture is that it is embedded in the community and that all members of the community share a common vision and goal.

I am a successful collaborative leader, skilled at bringing a working group together, providing strategic support, challenge and motivation. I successfully led a team for 12 years which has delivered year-on-year improving results for students, from 29% to 66% pass rate on nationally set performance targets. Though I led this improvement, it took the team to make it happen. And that team remained largely stable and unchanged for the 12 years I lead it. This is a key factor in my leadership - I nurture those I lead and commit to supporting them in their own professional development.

My role also included the supervision of colleagues. This entailed supporting the development of best practice through formal and informal observations, learning walks, student work audits and professional development. I supported all teachers and paraprofessional with the creation and alignment of classroom behavioral expectations and behaviour management plans. The execution of these responsibilities is key to students' success. I promote a collegiate and collaborate climate where the staff feel valued, supported and successful.

I have had extensive experience working with students who have social and emotional needs I worked for five years at U-32's Alternative Program. This program was a program designed to meet the needs of behaviorally challenged young people. The program used a behavior system designed by Bill Rogers. This system focused on the students needs to be valued and supported as they addressed their behavioral issues. A key element of the system is that it gave everyone in the building a framework for responding to behavior that depersonalized the intervention and therefore reduced conflict.

I believe in giving the students authentic voice in the school community, Through this voice they earn direct involvement and ultimately ownership of their education. I see the role of Coordinator of Student Affairs as a facilitator toward the goal of putting students at the center of their education and a positive force in the direction of the school.

As part of my leadership role at my most recent school in the UK I was part of a team that devised a school-wide behavior system. The work of devising this behavior program required us to work closely with staff, collecting everyone's input, and coming to consensus to create a system which enjoyed widespread support, investment, and success. But it wasn't all smooth sailing - we conducted an impact assessment after 12 months and felt that the system wasn't working as intended so we contracted an outside consultant to bring in an evidence-based program known as Behaviour to Achieve. This program has many similarities to PBIS in that it is a school-wide systems change process which addresses behavioural expectations in the same manner as any core curriculum subject

Finally, schools are integral to their communities and the involvement of the community is essential in

ensuring the school can provide for its students. I seek a school leadership role in which my belief in working closely with the community and my skills as a communicator and progressive educator will be valued and developed.

I am a dedicated educator with a passion to promote the life chances of the students I work with and a work ethic which ensures I will never stop trying. I am a strategic thinker with the personal skills to communicate a vision and the ability to work collaboratively to plan and implement that vision.

I would love the opportunity to interview for this position and discuss my application further



# Dorothy Patricia Hope Higgin

21 Loomis Street Montpelier, Vermont 05602  
802 279 5373 [dothiggin@gmail.com](mailto:dothiggin@gmail.com)

## Education

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### University of Vermont

Burlington, Vermont

Postgraduate Coursework

**Major:** Continuing Education

**Credit Hours:** 9

Attended September 2001 to December 2017

### University of East Anglia

Norwich, United Kingdom

Doctor of Education

**Major:** Education

Attended September 2003 to June 2014

Degree conferred June 2014

### University of Vermont

Burlington, Vermont

Master of Education

**Major:** Education

**GPA:** 3.920

Attended September 1996 to October 1999

Degree conferred June 1999

### Westminster College

Oxford, United Kingdom

Teacher Certification Program

**Major:** English, **Minor:** Games coaching

Attended September 1988 to July 1989

Degree conferred July 1989

### Trintiy College

London, United Kingdom

Educational Specialist

**Major:** Primary Certificate in the Teaching of English as a Foreign Language

Attended October 1984 to June 1985

Degree conferred June 1985

### University of East Anglia

Nowich, United Kingdom

Bachelor of Arts

**Major:** Drama, **Minor:** English Literature

Attended September 1980 to June 1983

Degree conferred June 1983

## ***Experience***

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### **Williamstown Middle High School**

Nov 2017 - Present

PLP Instructor  
Williamstown, Vermont

**Supervisor:** Mr S Lang (802 433 5350)

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

It is **OK** to contact this employer

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### **Sewell Park Academy**

Sep 2005 - Jul 2017

Head of English Faculty  
Norwich, England

Subject Leader for English Language and Literature and Media Education. Teacher of English. I have held this position for 12 years.

**Reason for leaving:** Relocating to The United States

**Supervisor:** Mrs Penny Bignell (0044 1603 411721)

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

It is **OK** to contact this employer

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### **Thorpe St Andrew High School**

Sep 2002 - Aug 2005

Leader of Key Stage 3 English (ages 11 - 14)  
Norwich, England

I taught English and Drama and assumed leadership for the KS3 Curriculum. This entailed developing curriculum and assessments for 11 - 14 year olds. This key stage was examined at aged 14 so much of my work was ensuring the scope and sequence of teaching provided preparation for this national exams, including gathering and analysing data to inform teaching and learning.

**Reason for leaving:** Sough promotion in a different school

**Supervisor:** Mr Ian Clayton (0044 1603 497711)

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

It is **OK** to contact this employer

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### **U32 Jr/Sr High School**

Sep 1991 - Jul 2002

Teacher of English and Drama  
Gallison Hill, Montpelier, VT 05602

Taught a range of high school classes from Intro Level to Advanced Level

Developed the school's Literary Magazine

Wrote new courses in Workplace English

Worked part time in the school's Alternative School, leading on the development of a Service Learning program

**Reason for leaving:** Relocating to The United Kingdom

**Supervisor:** Dorothy Blake (802 229 0321)

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

It is **OK** to contact this employer



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**Great Yarmouth High School**

Sep 1989 - Aug 1991

Teacher of English and Drama

Great Yarmouth, Norfolk

Two years teaching which included all ability ranges and ages from 11 - 16. I also led various after school clubs including drama and choir. I led enrichment activities including a 5-day residential trip to north Wales.

**Reason for leaving:** Moving to The United States**Supervisor:** Mr Ivan Pegg (01493842061)**Experience Type:** Public School, Full-timeIt is **OK** to contact this employer

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**The British School**

Oct 1985 - Jun 1987

Teacher of English as a Foreign Language

Bassano del Grappa, Veneto, Italy

Taught adults and teenagers in small groups or 1:1.

**Reason for leaving:** Returning to The United Kingdom**Supervisor:** Terezita Bozzeto (00390424525075)**Experience Type:** Independent School, Part-timeIt is **OK** to contact this employer

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**Camp Treetops**

Jun 1978 - Aug 2002

Program Director

Lake Placid, New York, 12946

Over the period 1978 - 2002 I spent 12 summers at Camp Treetops. I first went there as a Riding Counselor, then Director of the Riding Program for some years, leading to Program Director for both the Senior Camp (11 - 14 year olds) and later the Junior Camp (8 - 11 year olds)

**Reason for leaving:** Returned to the United Kingdom**Supervisor:** Jeff Jonathan (518 523 9329)**Experience Type:** Other, SummerIt is **OK** to contact this employer

4 April 2018

Dear Superintendent Bollard and Board President Evans,

Please consider my application for appointment to one of the open positions for a Northfield resident on the Paine Mountain School District Board of School Directors. As a taxpayer, parent, and member of the Central Vermont community, I am excited about the possibilities presented by the newly-merged school district and anxious to contribute to the ongoing project of providing excellent education to our children while using available community resources most effectively.

I have served on the Northfield School Board and WSSU Board since 2012 and participated in the exploratory committee that examined and ultimately recommended the merger between Northfield and Williamstown school districts. As such, I feel I have a good handle on the direction education is heading in Vermont and the challenges and opportunities posed by the new merger. As a parent of a 7<sup>th</sup> and a 10<sup>th</sup> grader, I have a good sense of the culture of the Northfield schools and the day-to-day experiences of students and staff. My status as a parent of Northfield students also means that these discussions are not abstract for me: they affect my own children and their classmates, so it is important to me personally that we do things right and consider carefully the implications of choices the board and school professionals make about the direction of our schools.

If I am appointed to the board, one priority for me will be to strengthen the relationship between the Northfield and Williamstown schools and Norwich University. It is my opinion that our communities have not taken full advantage of this resource that exists right here in our midst. I would like to see opportunities for dual enrollment expand while preserving the essential high school experience for students who opt to take advantage of college class opportunities, whether at Norwich or elsewhere. I would also like to see the elementary and middle schools in the Paine Mountain District take more advantage of the museum, science labs, guest speakers, and faculty expertise. As we discuss expanding enrichment opportunities for our students, I would like to see the resources available at Norwich integrated into those discussions so that ALL of the students in our communities can take advantage of them.

Please see attached resume for further details on my background and relevant experience. I look forward to hearing from you.

Sincerely,

*Emily Gray*

36 Dole Hill Road  
Northfield, VT 05663  
802-917-3277  
egray1@norwich.edu



# Emily Fisher Gray

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36 Dole Hill Road  
Northfield VT 05663

egray1@norwich.edu  
(802) 917-3277

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## Summary

I seek appointment to one of the open positions for a Northfield representative to the Paine Mountain School District Board of School Directors.

## Relevant Skills and Experience

- Resident of Northfield since 2007, parent of current 7<sup>th</sup> and 10<sup>th</sup> grade students at the Northfield Middle/High School.
- Member of the Northfield School Board and WSSU Board since 2012.
- Member of the Northfield-Williamstown Merger Committee.
- Social Sciences liaison to the Education Committee at Norwich University, helping to develop a secondary education program in History and support Social Science majors in the elementary education program.
- Frequent volunteer at NES and NMHS, including work to develop and support a French language program and a ski/snowboard program.
- Host family for the Spiral International Chinese Student Exchange since 2015.
- Eleven years experience collaborating with colleagues on academic committees at Norwich University, including hiring committees and program development committees.
- Leadership experience includes service as clerk of the Northfield School Board, vice-chair of the Norwich University Faculty Senate, and historian and board member of the non-profit *Exponent II* organization.

## Education

University of Pennsylvania, Philadelphia, PA  
Doctor of Philosophy in History, 2004.  
Master of Arts in History, 1999.

Universität Augsburg, Augsburg, Germany  
Fulbright fellow, 1999-2000.

Utah State University, Logan, UT  
Bachelor of Arts in English, Bachelor of Arts in History, *summa cum laude*, 1996.

## Employment History

Associate Professor of History, Norwich University, 2007 to present.  
History Program Coordinator, 2015 to present.  
Faculty Senate Vice-Chair, 2017 to present.  
Homer L. Dodge Award for Excellence in Teaching, 2015

Lecturer, Department of History, University of Pennsylvania, 2003 – 2007

Teaching Assistant, Department of History, University of Pennsylvania, 1996-2002

Jaime Cotton  
605 Route 64  
Northfield, VT 05663

April 9, 2018

Paine Mountain School Board  
c/o Superintendent Susette Bollard  
111B Brush Hill Road  
Williamstown, VT 05679

To the Paine Mountain School Board:

My name is Jaime Cotton and I am interested in joining the Paine Mountain School Board. I am the mother of two boys, aged 3 and 5, who will both be enrolled in Northfield Elementary School in the fall. My boys' education is my main inspiration for joining the school board, but I also have a very strong interest and background in education.

I have a deep connection to both Williamstown and Northfield that I think will serve the board well. I have worked at Lotus Lake Discovery Center, which provides school and adult team building programs during the school year, since 2000 and have been the program director since 2004. I have worked for many years off and on with the elementary school teachers at Williamstown Elementary School through programs at the Discovery Center and have even worked in the afterschool program.

I have lived in Northfield for five years and been part of the school system over the last year. I am looking to become an advocate on the school board for Northfield students, parents, and teachers.

Prior to having children, I was also the middle school science teacher at Pacem School in Montpelier, where I sat on the board for a period of time. Pacem has given me vast experience working with parents, but also tackling issues like budgets, curriculum, and parent and student concerns.

I have a deep interest in public, private, and alternative education that I feel will bring strength and open-mindedness to the board. I continue to ask teachers who come to the Discovery Center and parents that I meet what the best practices of their schools are. I love hearing about the differences from school to school, from scheduling logistics to curriculum differences.

I look forward to hearing more about this post and how I can help!

Sincerely,  
Jaime Cotton



# JAIME CIPPERLY COTTON

605 Vermont 64, Northfield, VT 05663 • Cell: (802) 279-0931 • yukonmagic@hotmail.com

## Professional Summary

Innovative program director and middle school science teacher skilled at promoting active learning through multiple learning approaches and hands-on activities.

## Skills

- MS Office proficient
- First Aid and CPR certified
- Kind and empathetic educator
- Strong written and verbal communicator
- Positive and encouraging
- Creative lesson planning
- Fast learner
- Physically strong and agile
- Purposeful lesson planning
- Experiential learning

## Work History

Program Director, 07/2004 to Current

Lotus Lake Discovery Center – Williamstown, VT

- Develop and manage school and adult outdoor education program.
- Maintain direct communication with teachers, group leaders, LLDC program coordinator and Board of Directors, and all maintenance and construction personnel.
- Directly supervise up to ten facilitators, plan and lead staff trainings, creator of staff manual.
- Instruct up to 120 students individually and in groups.
- Promote physical, mental, and social development by implementing games and outdoor activities.
- Adapt teaching methods and materials to meet students' varying needs and interests.
- Create an environment in which children and adults can learn care for themselves, others, and our natural world.

Middle School Science Teacher, 08/2006 to 06/2017

Pacem School – Montpelier, VT

- Tailored lesson plans for student interest.
- Prepared instruction materials, including making copies, and setting up work areas.
- Reported on student progress, behavior, and social skills to parents.
- Graded student work and recorded grades for student assessments.
- Successfully improved student participation in the classroom through integration of self-directed student learning, dynamic classroom discussions topics, and creative role-playing exercises.
- Consistently received positive teacher evaluations from students.

Program Director of 1/2 Day Preschool Day Camp, 06/2008 to 08/2012

Lotus Lake Camp – Williamstown, VT

- Planned outdoor education program for four and five year old day campers.
- Supervised two assistants.
- Communicated directly with various camp directors and parents.
- Nurtured a supportive and caring learning environment.
- Gave one-on-one attention to children while maintaining overall focus on the entire group.
- Established daily routines that were easy for the children to follow.

## Education

Master of Science: Environmental Studies, 2006  
Antioch University New England - Keene, NH  
Received grades 5-9 science teacher certification

Bachelor of Science: Environmental Conservation, 1999  
University of New Hampshire - Durham, NH



Susette Bollard &lt;sbollard@onsu.org&gt;

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**Fwd: School Board Member**

4 messages

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**Peter Evans** <petermevans53@gmail.com>

To: "bollard, susette(taylor noyes)" &lt;sbollard@onsu.org&gt;

Wed, Apr 11, 2018 at 4:19 PM

Another person interested in the board opening.

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

From: **John B. Stevens** <stevens@norwich.edu>

Date: Wed, Apr 11, 2018 at 2:39 PM

Subject: School Board Member

To: "evansp@wssu.org" &lt;evansp@wssu.org&gt;

Ladies and Gentlemen:

I am responding to your letter seeking a replacement school board member for Sophia Bennett. I am a registered voter in the Town of Northfield and have been for nearly 40 years. My background in education consists of 28 years as a Professor of Civil Engineering at Norwich University. In my career there I was the Civil Engineering Department Chair and Head of the David Crawford School of Engineering. I am currently a member of the Northfield Board of Civil Authority and Treasurer of the Brown Public Library.

I can provide other information if it is needed.

John Stevens

--  
Peter M. Evans  
107 Evans Road  
Northfield, VT 05663  
home phone- 802-485-8347  
Cell Phone- 802-279-4706



60 SLATE AVE • NORTHFIELD VT 05663  
PHONE 412-558-6252 • E-MAIL GEORGE.SILOWASH@SILONET.COM

## GEORGE J. SILOWASH

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Wednesday, April 4, 2018

Susette Bollard  
Superintendent of Schools  
111 Brush Hill Road  
Williamstown VT 05679

Dear Ms. Bollard:

My name is George J. Silowash and I am a resident of Northfield, Vermont. I work for Norwich University as the Chief Information Security Officer and an Academic Associate Program Director. I also teach several classes online for the university as well as an undergraduate digital forensics class on campus. I understand a school board position recently became available and I am interested in serving.

I personally believe in accountability and integrity. I hold myself to high standards to ensure I represent my employer and myself in a professional manner. I am a very detail-oriented person. I also approach projects with a plan by collaborating with all stakeholders involved to ensure that we have adopted a mutually acceptable plan of action to work toward a common goal. I was involved with some of the early community-wide meetings with the Promise Community, which is working to better the lives of some of our youngest children in Northfield.

I currently have two children at Northfield Elementary School (NES) and will have a third at NES in a few years. I would like to help make an impact in the community. I believe in providing our children with a quality education. I am a very technical individual and believe in providing our children with access to technology whenever it makes sense and can help enhance a child's learning abilities. I feel that I could contribute my expertise and problem-solving abilities to help our school district.

Enclosed is a copy of my resume for your consideration. I would welcome the opportunity to discuss my credentials with you and other board members. I can be reached at 412-558-6252 or [george.silowash@silonet.com](mailto:george.silowash@silonet.com). Thank you for your time and consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "George J. Silowash", with a horizontal line extending from the end of the signature.

George J. Silowash

# George J. Silowash

60 Slate Avenue • Northfield VT 05663  
(412) 558-6252 • George.Silowash@Silonet.Com

## SENIOR LEVEL INFORMATION SECURITY PROFESSIONAL

SECURITY AWARENESS TRAINING/DESIGN | DIGITAL FORENSIC INVESTIGATIONS | CYBERSECURITY MANAGEMENT

- Highly experienced and credentialed Information Security Professional with 16 years of identifying and mitigating CyberSecurity threats within the government and private sectors; maintain keen insight into emerging security technology solutions in rapidly changing environments.
- Extensive experience examining compromised systems using the latest digital forensic tools and adept at developing effective security policies and procedures, project documentation and providing critical security training to audiences at all levels. *Top Secret/SCI Clearance eligible (currently inactive)*
- Outstanding leadership and interpersonal skills resulting in effective working relationships and top performance among staff. An excellent communicator between technical and business units who can translate complex data into easily understood terms.

## CORE COMPETENCIES

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>▪ Incident Response and Recovery</li><li>▪ Insider Threat Program Development &amp; Assessment</li><li>▪ Manage/Motivate/Lead Project Teams</li><li>▪ Lead CyberSecurity Capability Validation</li><li>▪ Draft Effective Security Policies/Procedures</li><li>▪ Design Security Training Programs</li><li>▪ Academic Excellence Recognized by NSA &amp; DHS</li></ul> | <ul style="list-style-type: none"><li>▪ Develop IT Controls for Malicious Activity</li><li>▪ Mitigation of Insider Threats</li><li>▪ Certification &amp; Accreditation of Information Systems</li><li>▪ Certified Forensic Examiner</li><li>▪ VMware Virtualization Technologies</li><li>▪ Manage Deployment of Raytheon SureView 6.6.10</li><li>▪ Effective Oral and Written Communications</li></ul> |
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## QUALIFICATIONS PROFILE

- Master of Science in Information Assurance from a Center of Academic Excellence recognized by the National Security Agency (NSA) and Department of Homeland Security (DHS).
- Demonstrated capacity to design security training programs that heighten awareness, decrease exposure, and strengthen organizations across the board.
- First author for several publications regarding Insider Threat technical controls.
- Co-Presented at the Hawaiian International Conference on System Sciences (HICSS) #46 Maui, Hawaii (January 2013).

## PROFESSIONAL EXPERIENCE

**2016 to Present: Norwich University, Northfield, VT**

**Chief Information Security Officer (CISO)**

Manage the information security program for the university. Senior information security advisor to the President and cabinet members.

- Risk management, including identification, mitigation, and acceptance.
- Design and implement physical, technical, and administrative controls to protect information systems, data, and people.
- Develop and implement information security policies.
- Cyber Incident Response Management
- Conduct digital forensic investigations
- Manage regulatory compliance, including HIPAA privacy, PCI-DSS, GDPR, and FERPA



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**2010 to 2016: Carnegie Mellon University's Software Engineering Institute, Pittsburgh, PA**

**Member of the Technical Staff at CERT**

Provide CyberSecurity threat and mitigation support and serve as team lead in coordination of various resources to ensure removal of malicious activity or people associated with harming the company internally, while developing technical controls to integrate—mitigating insider threat.

- Research, identify and ascertain appropriate technical solutions for the federal government and private sector systems to mitigate threats.
- Lead CyberSecurity Capability Validation (CCV) assessments and audits to ensure compliance with individual trusted Internet connection requirements and standards (Certified Team Lead).
- Travel onsite with a security team to conduct insider threat vulnerability & program evaluation assessments for federal and private industry clients. (Certified Team Lead)
- Provide instruction to organizations on developing and implementing effective insider threat programs. Identify weakness/vulnerabilities in existing insider threat programs and provide recommendations for strengthening the program and improving capabilities.
- Assist the federal government in developing insider threat controls for NIST, a massive project that provides documentation utilized by the federal government in order to ensure systems security; outlines all controls that must be implemented for complete compliance with the Federal Information Security Management Act.
- Create virtual environments utilizing VMware virtualization technologies to test various security controls and manage the deployment of Raytheon SureView 6.6.10 across multiple testing environments.
- Part of a team providing development of a Mobile Security Reference Architecture for a government client which received the 2013 (ISC)<sup>2</sup> GISLA award; First Author of the Common Sense Guide to Mitigating Insider Threats, 4th Edition which was number one in document downloads off the SEI site over several months; with draft taking over a year to complete.
- Worked with the FBI as part of a team to develop training for law enforcement to teach proper methods for managing investigations involving digital evidence. The training is available for over 750,000 LEOs nationwide.
- Conduct digital forensic investigations for government clients.

**2015 to Present: Norwich University, Northfield, VT**

**College of Graduate and Continuing Studies (CGCS), Academic Associate Program Director**

- Assist the Program Director with managing the Information Assurance program and ensuring students have the most up to date material in the Master of Science in Information Security and Assurance program.
- Establish strategic relationships with vendors and other institutions to help further develop the MSISA and Continuing Education programs
- Work with organizations to enable our students to test the security posture of their information systems at residency during our annual "Hackathon" event.
- Coordinate with federal, state, and local law enforcement as well as Vermont's Attorney General's office to simulate real life crime scenes that enable students to apply classroom knowledge at our annual graduate school residency event.

**2010 to Present: Norwich University, Northfield, VT**

**College of Graduate and Continuing Studies, Adjunct Professor**

- Provide instruction and develop curriculum in the study of Digital Forensic Investigations and Computer Security Incident Response Team Management to graduate level students in an online classroom setting.

**2013 to Present: On Your Six Systems, Inc., Harrison City, PA**

**Founder / Solutions Architect**

- Design and install physical security systems for clients. Systems include home automation and environmental controls.
- Design, implement, and manage Information Technology solutions for clients, including systems and networks.



**2007 to 2010: U.S. Department of Justice / National Drug Intelligence Center (NDIC), Johnstown, PA  
Information Technology Specialist: Information Security**

Provided IT security for 4 agency systems and led efforts to enhance security and development of policies and procedures that provided change in how employees and management viewed security and systems continuity. Proponent of revitalizing systems security within the agency and promoting security excellence that became a respected contact for CyberSecurity assistance and support.

- Procured complete hardware/software systems to detect security incidents for a large organization of 315+ users with a mission statement to provide strategic drug-related intelligence, document and computer exploitation support, and training assistance to the drug control, public health, law enforcement, and intelligence communities of the United States in order to reduce the adverse effects of drug trafficking, drug abuse, and other drug-related criminal activity
- Member of the Change Control Board that influenced information security requirements in system change requests; Worked with management, system owners, data owners, users, and the Configuration Manager to ensure compliance with Department of Justice standards, NIST 800-53, and other legal requirements.
- A Credentialed Forensic Examiner who supported forensic investigations on security issues that occurred including threats, virus or malware compromised systems.
- Collaborated with CIO, Systems Administrators and users on enhancements to security posture on various systems and developed an auditing environment that consisted of hardware/software products to effectively monitor for anomalies and provided software and hardware recommendations to improve security structure
- Managed and participated in the Certification and Accreditation of systems to include the creation of the System Security Plans (SSP).
- Developed formal white papers on security products and trends for senior leadership and completed incident response and recovery operations identifying compromised systems and completed forensic exams utilizing best practices determining what happened and prevention planning "next steps".
- Evaluated computing environments in accordance with Department of Justice specifications, Defense Information Systems Agency (DISA) Secure Technical Implementation Guides (STIGs), National Institutes of Standards and Technology (NIST) guidance (SP 800-53), and Federal Desktop Core Configuration / U.S. Government Configuration Baseline (USGCB).

**2002 to 2006: SeniorCareBLUE, Oakmont, PA - Systems Administrator**

Provided complete IT systems administration support for all company end users and managed a Windows server environment with Active Directory utilizing Group Policies; managed IT and security projects. Drove security controls that ensured sensitive information was not compromised and continuously monitored security logs ensuring compliance—immediately responded to security incidents.

- Collaborated with the parent company ensuring compliance and enhanced security defined by the Department of Defense Information Technology Security Certification and Accreditation Process (DITSCAP).
- Developed and implemented security policies, ensured HIPAA compliance by implementing technical controls, policies/procedures, utilized disk encryption technologies and provided staff Security Awareness Training.

**E D U C A T I O N**

Norwich University, Northfield, VT

**Master of Science in Information Assurance / GPA: 4.0 cum laude  
Specialized in Digital Investigations / Computer Forensics**

- Norwich is designated a Center of Academic Excellence by the National Security Agency (NSA) and Department of Homeland Security

California University of Pennsylvania, California, PA

**B.S., Business Administration with Computer Based Systems Management (MIS)**

#### CERTIFICATIONS / AWARDS

- Certified Information Systems Security Professional (CISSP) Certification Number: 119724
- Information Systems Security Management Professional (CISSP-ISSMP) Certification Number: 119724
- GIAC Certified Forensic Examiner (GCFE) Analyst Number: 1351
- Certified Cyber Forensics Professional (CCFP)
- Committee on National Security Systems (CNSS) Trained Systems Administrator (Trained by Karta)
- Special Achievement Award in IT Security (December 2007)
- Special Achievement Award in IT Security (March 2010)
- Excellence in Government Award for "Rookie of the Year" (May 2008)
- Excellence in Government Team Award for SIPRNET Connectivity Team (May 2009)
- U.S. Government Information Security Leadership Award (GISLA) for Process/Policy Improvement (October 2013)
- The Michael Dean Best Paper Award at the 9th International Conference on Semantic Technologies for Intelligence, Defense, and Security (STIDS 2014) for the paper "An Ontology for Insider Threat Indicators."
- Director's Choice, Outstanding Faculty, Norwich University (June 2015)

#### AFFILIATIONS

**2006 to Present: Penn Borough Volunteer Fire Dept., Penn, PA**

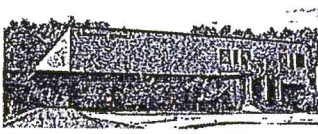
- Treasurer (2013-2015) / Vice-President (2009-2010)
- Pro Board Certified in Hazardous Materials Awareness
- Emergency Vehicle Operator Training
- Trained Interior & Exterior Firefighter (May 2008)

**2013 to Present: Westmoreland Emergency Amateur Radio Service, Greensburg, PA**

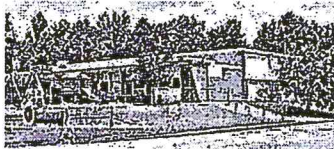
- Emergency Vehicle Operator Training
- Provide emergency communications for disasters
- Support community events by providing radio communications
- Webmaster
- Broadband-Hamnet Network Coordinator



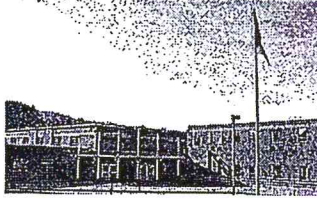
# Paine Mountain School District



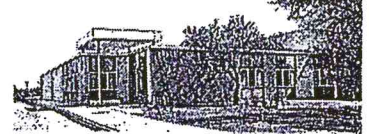
Northfield Elementary Campus



Williamstown Elementary Campus



Northfield Middle High Campus



Williamstown Middle High Campus

## Echo Valley Community School Board of Directors Paine Mountain School Board of Directors Superintendent's Report April 25, 2018

Well, it is technically spring, but I must say I was extremely frustrated this morning when I was forced to scrape my windshield before leaving the house. It's getting old...

Good news! The State Board of Education has officially approved our name changes to Paine Mountain School District and Echo Valley Community School District. They probably do not really come into play until July 1<sup>st</sup> but unless someone objects, I am going to use them.

Both new school districts have been busy with hiring. Echo Valley Community SD will have two candidates coming forward at their next meeting - one for middle school humanities and the other for the position of Coordinator of Student Support made available by Jory Innes's plan to retire. Paine Mountain SD will meet two candidates on Wednesday, Jordan Rock for the 6-7 math position at WMHS and Dot Higgin, a new position for Northfield campuses: K-12 Coordinator of Student Affairs. At the next Paine Mountain meeting we hope to have candidates for global language (WMHS), global studies (WMHS), health (Northfield 5-12) and physical education (NMHS). So far, the pools have been good and we are confident we will continue to find high quality educators to fill these positions.

As many of you may know, the Echo Valley Community School District was unable to vote on a key article at their annual meeting on Town Meeting Day. There was a discrepancy with the way the article was printed that left voters confused. The article was requesting that voters allow \$60,000 of the 2017 audited fund balance be applied to a newly created Echo Valley Community Capital Improvement Fund. The EVCSB Board have set the date of Thursday, June 7, 2018 for a special meeting of the school district. The meeting will take place at Washington Village School and will begin at 6PM.



Negotiations continue. We are now discussing items that may be more challenging. The process, however, continues to be professional and productive. Staff received Letters of Employment Intent for the 2018-2019 school year from the CVSU and its member districts, PMSD and EVCSD. Some are due back on Monday, April 23<sup>rd</sup>. Others are due back in May.

Paine Mountain School District Board members will have the opportunity on Wednesday to meet four Northfield community members interested in filling the seat vacated by Sophia Bennett. Both board members and candidates will have an opportunity to both ask and answer questions about the school district and the commitment associated with being on the board.

Chair Peter Evans will begin to share how his work on roles and responsibilities tie into the shift to proficiency-based education, personal learning plans and flexible pathways. Please consult your packet from March 21<sup>st</sup> for his handouts. This item was on the agenda for our last meeting, but we ran out of time.

The Echo Valley Community School Board will join the Paine Mountain School Board on Wednesday to hear the presentation on PBGRs.

I'm looking forward to seeing you all on Wednesday at the Williamstown Middle High School library beginning at 6PM. Echo Valley Community SB will join us at 6:45PM. The Orange School Board and Williamstown School Board meetings are cancelled.

Have a great weekend.

Respectfully submitted,

Susette L. Bollard, Superintendent of Schools

Serving the Towns of Williamstown, Washington and Orange, and the Paine Mountain SD, and Echo Valley Community SD for the transitional period

**AGENCY OF EDUCATION  
Barre, Vermont**

**TEAM:** School Governance

**ITEM:** Will the State Board of Education approve (1) the request of the **CENTRAL VERMONT UNIFIED UNION SCHOOL DISTRICT** to change its name officially to the **PAINE MOUNTAIN SCHOOL DISTRICT** and (2) the request of the **ORANGE WASHINGTON UNIFIED UNION SCHOOL DISTRICT** to change its name officially to the **ECHO VALLEY COMMUNITY SCHOOL DISTRICT** and will it certify both name changes to the Secretary of State?

**SECRETARY'S RECOMMENDED ACTION:**

**1. That the State Board of Education approve**

**a. the request of the Central Vermont Unified Union School District to change its name officially to the Paine Mountain School District; and**

**b. the request of the Orange Washington Unified Union School District to change its name officially to the Echo Valley Community School District; and**

**2. That the State Board of Education authorize its Chair to certify these name changes to the Secretary of State.**

**STATUTORY AUTHORITY:** 16 V.S.A. § 706c and § 164

**BACKGROUND INFORMATION:**

Title 16, chapter 11 does not provide a process by which a unified union school district can formally change its officially recorded name. Similarly, the Secretary of State's Office has not identified a statutory procedure in Title 17 or elsewhere that would be appropriate to this particular situation.

Review of the Agency's files of union school districts created in the 1960s revealed at least one instance in which, at the request of an existing union high school district, the State Board approved an official name change from "UHSD #\_\_\_" to an unrelated name ("the \_\_\_ UHSD") and certified the name change to the Secretary of State.



In 2016, the Secretary of State's Office agreed to use this same approval-certification process to change the officially recorded name of unified union school districts.

On March 21, 2017, the State Board of Education approved study committee proposals to create two new unified union school districts by unifying the Northfield and Williamstown School Districts and the Orange and Washington School Districts under 16 V.S.A. Ch. 11.

The voters of all four districts approved the proposal on May 2, 2017.

Before the new unified union school districts were authorized to conduct their organizational meetings and swear in their new board members, 16 V.S.A. § 706g required the Secretary of Education to record a certificate with the Secretary of State that designated each new entity as a unified union school district and identified the new district by name. The Secretary of State recorded the existence of the new districts under the names "Central Vermont Unified Union School District" and "Orange Washington Unified Union School District."

Shortly thereafter, both of the new unified union school districts ("New Unified Districts") held their organizational meetings during which the members of the new unified board were sworn in and assumed office. Subsequently, the boards of both New Unified Districts voted at duly warned meetings to change the districts' names to "the Paine Mountain School District" and "the Echo Valley Community School District," respectively

The Agency supports the requests of both New Unified Districts for the State Board to approve a formal name change to "the Paine Mountain School District" and "the Echo Valley Community School District" and to certify the changes to the Secretary of State.

**POLICY, EDUCATION, AND FISCAL IMPLICATIONS:** This request raises no policy, education, or fiscal implications.

**STAFF AVAILABLE:** Donna Russo-Savage,  
Principal Assistant to the Secretary, School Governance





# POLICY HEARING ANNOUNCEMENT

The Montpelier Roxbury Board of School Directors has scheduled the following policy for public hearing and vote on adoption on Wednesday, May 2, 2018, at approximately 7:15 p.m. at the Roxbury Village School in Roxbury, Vermont:

## Budget Execution

### BUDGET EXECUTION

E02

Budgets should be executed in a way that honors the intentions presented to, and approved by, voters during the annual meeting. Administration should make the best use of available resources to improve educational quality and maintain facilities.

#### **Budget Execution Goals:**

1. Secure the most favorable conditions for the purchase of materials and contracted services.
2. Obtain the highest rate of return possible on any available funds.
3. Submit the necessary documentation to obtain the appropriate amount of financial support from State and Federal sources.
4. Operate the district within the voter-approved budgets unless such over-expenditure cannot be avoided. The board must be notified of over-expenditure in accordance with Limitations Policy 2.3.
5. Collect the appropriate amount of funding for tuition from individuals or sending districts.
6. Protect against fraud.
7. Present regular financial updates to the school board.

**Bids, Contracts, Purchases, and Conflict of Interest:** The purchase of supplies, equipment and services represents a significant expenditure in the district budget. These purchases must be made in an open, fair and economical manner and must guard against any improprieties. Bids, contracts and purchases will be accomplished following applicable statutes. If Federal funds are being utilized, the district's Federal Procurement Procedures (E02-1) and Grant Set-Up Packet must also be followed.

1. Bids: To be open and fair in awarding business and to insure favorable pricing, best practice is to always seek estimates from multiple sources. As such, the following minimum requirements are established for fund managers:
  - Oral Quotations:
    - A minimum of three quotations must be received for individual items valued between \$3,500 and the limit established in 16 VSA § 559 (\$15,000 as of April 2017).
    - Quotations may be received by phone or in writing.
    - A record of these oral bids must be kept on file, submitted with the purchase order or otherwise maintained for future reference.
  - Public Bids:





- 16 VSA § 559 sets the dollar threshold to publicly advertise or invite bids.
- A minimum of three quotations must be received in writing.
- A copy of the quotations must be submitted with the purchase order.
- Requests for Proposal (RFP):
  - In situations where negotiated contracts are appropriate (see “Contracts” below), the fund manager must also prepare an RFP and include information in the bid invitation on how vendors can obtain the RFP.
  - The RFP will indicate pre-qualification criteria, minimum project or product specifications, acceptable performance or service levels, schedule constraints and proposal due date. The RFP will also indicate that the district reserves the right to reject any or all bids.
  - A minimum of three quotations is required unless there are extenuating circumstances as discussed in the “Contracts” section (sole source contracts).

School board members, school district employees or their immediate families may submit bids. However, bids submitted by those individuals may not be considered as part of the minimum number of required bids outlined above. Any time such an individual is compelled to submit a bid, it must be in writing regardless of cost, can never be the only bid, and must avoid a conflict of interest. Other board member requirements are stipulated in 16 VSA § 557.

## 2. Contracts:

Negotiated contracts are preferred when: (1) the total cost cannot be determined because of variable quantity, schedule or nature of service; (2) market fluctuations preclude achieving a fixed cost; (3) there is difficulty in quantifying services such as legal or architectural; (4) there is difficulty in comparing facility or equipment leases; or (5) multi-year contract options are desired. Negotiated contracts should consider future costs, contingencies, project stages and market conditions.

Sole source contracts are to be avoided when possible and, if necessary, should be limited in duration. Sole source contracts shall only occur when: (1) an RFP only results in single bidder; (2) the contract calls for a specific product or specialized service; (3) the nature of the product or service requires future professional knowledge that can only be provided by the original vendor; or (4) only one local vendor is available.

RFPs may define a process for clarifying questions prior to proposal submission. In some cases, vendors may be asked to attend “walk-through” tours or open evaluations of their proposal. All prospective vendors will be invited to attend a public opening of all bids. If contract requirements change after proposals are received, two options exist: (1) all bids can be rejected and a new RFP released; or (2) the district can enter into negotiations with the lowest responsible bidder.

As a general rule, the lowest responsible bidder will be awarded the contract. However, other criteria may include: product or service quality; vendor experience and competency; warranties; guarantees; and conditions of default. Ultimately, contract award is limited by 16 VSA § 559.

## 3. Purchases:

Notwithstanding the bid and contract requirements specified above, authority to issue purchase orders, leases or contracts is as follows:

- Principal/Administrator: When the cost is below the 16 VSA § 559 threshold (\$15,000 as of April 2017).
- Superintendent/Business Manager: When the cost is above the 16 VSA § 559 threshold, but less than or equal to \$50,000.
- School Board: When the cost is above \$50,000.

Note: The amounts above relate to total cost. For example, the total cost of a two year lease at \$26,000 per year would be \$52,000. However, the total cost of a \$26,000 contract with option years for renewal would only be \$26,000.

Management of equipment purchased with Federal funds is discussed in Procedure E02-1.

## 4. Conflict of Interest in Procurement:

No employee, officer, or agent of the district may participate in the selection, award, or administration of a purchase or contract if that person has a real, perceived, or apparent conflict of interest. Any





employee, officer, or agent with such a conflict of interest shall notify the superintendent of the conflict and not participate in the selection, award, or administration of the purchase or contract at issue.

A conflict of interest arises if an employee, officer, agent, immediate family member, partner, or an organization which employs or is about to employ any of the parties indicated herein, has a direct or indirect financial or other interest in, or a tangible personal benefit from a vendor considered for a purchase or contract.

An employee will not solicit or accept any favor, gratuity, or anything of monetary value from such vendors which exceeds a \$25.00 value.

In the event of a violation of this policy, the district may take disciplinary action against the employee.

**Requisitions:** In order to track encumbrances and request purchase orders, a requisition must be filled out for any and all purchases. The Requisition form must be used and instructions are on the reverse side of the form.

**Purchase Orders:** Upon receipt of a properly filled out Requisition form, the Business Office will generate a Purchase Order which will be forwarded to the vendor or returned to the requestor who will provide it to the vendor.

**Disbursements:** When the order is received, or the work has been performed, the requestor will provide the invoice, packing slip (if applicable), and a copy of the Purchase Order to the Administrative Assistant who will forward it to the Business Office to generate payment. Alternatively, for reimbursement of personal expenses for business purposes (highly discouraged) or travel reimbursements, a requestor will fill out a Request for Cash Disbursement form and provide receipts.

**Stipends and Professional Development or Student Services:** When arranging for stipend work for employees, professional development services, or services performed for the schools by students, the Agreement for Services or Stipend Work form must be filled out and submitted to the Business Office along with any appropriate back-up (e.g., agreements or contracts).

**Officiating Services:** When arranging for officiating services, the Officiating Service Payment Request form must be completed and submitted to the Business Office along with any appropriate back-up (e.g., W-9).

### **Employee Reimbursements**

1. **Travel Reimbursements:** To the extent that budgeted funds permit, the district will reimburse the reasonable expenses for travel for school business as described in the Travel Reimbursement policy (E11). The reimbursement process is the same as identified in paragraph 2 below.
2. **Professional Development Reimbursements:** The district encourages appropriate personnel to attend educational conferences, seminars and workshops which are directly related to the responsibilities of such personnel in their work in the district. The requests must be approved in advance by the appropriate supervising Principal/Administrator by utilizing the Professional Development Approval form. Principals and Central Office staff must have such requests approved by the Superintendent or designee.

Expenditures are expected to be reimbursed after the fact. To receive reimbursement, the employee must submit copies of registration, receipts and certificate of attendance to the building/district administrative assistant.

Regarding reimbursements, typically the only allowable expense is the actual cost of the conference/registration fee. If authorized, other expenses may be reimbursed, but the following limitations exist:





- a. When using a personal vehicle, employees will be reimbursed for the most direct route at the current Federal mileage reimbursement rate for travel on district business in excess of normal commuting miles. [If travel is not related to professional development, the Vicinity Travel Reimbursement form must be submitted to the Business Office.]
- b. Transportation reimbursement is limited to the most cost effective method/rate.
- c. Incidental expenses incurred for items such as taxi fare, reasonable parking, tolls, etc. must be accompanied by a receipt. In the event a receipt is not available, the expense will not be reimbursed. Tips must be reasonable (not to exceed 20%).
- d. All lodging will be reimbursed at the single occupancy rate plus tax.
- e. Meals incurred during travel will be reimbursed based on itemized receipts, but are limited to \$10.00 for breakfast, \$15.00 for lunch, and \$25.00 for dinner.
- f. Expenses for alcoholic beverages, tobacco products, and entertainment will not be reimbursed. These types of expenses should not be on any receipt submitted for reimbursement.
- g. At many sponsored functions, meals are included in the cost of paid registration. If so, meal costs will not be reimbursed.

Note: In rare cases, and with supervisor approval, certain expenditures (such as conference fees, hotel or airfare) may be made to a vendor in advance. In these cases, a Requisition form must be submitted with the appropriate back-up documentation.

3. Reimbursements for Goods or Services: To reduce the financial burden on employees and the possibility of fraud, we strongly discourage personal expenditures which must subsequently be reimbursed. While most purchases of goods or services can be made within established purchasing procedures, there may be an occasional need for an employee to make a purchase for the benefit of the district from personal funds. In that event, an employee will be reimbursed for a personal purchase by submitting a Request for Cash Disbursement under the following criteria:

- a. It is clearly demonstrated that the purchase is of benefit to the district;
- b. The purchase was made with the prior approval of an authorized administrator;
- c. The item purchased was not available from resources within the district;
- d. The claim for personal reimbursement is properly accounted for and documented with an invoice/receipt and proof of payment by the employee.
- e. The request for reimbursement must be in the same fiscal year as the purchase and must be submitted within five (5) business days of the purchase.
- f. The cost of the item must not exceed \$200.00.
- g. Sales tax will not be reimbursed.

**Budget Transfers:** Expenditures must be recorded to the appropriate account. Given the considerable period of time between budget development and subsequent execution, there may be a need to transfer funds from one line item to another within the same fund code. The Budget Transfer form must be used for this purpose. If the transfer impacts a school-based account, the Principal must sign the form. If the transfer impacts a Special Education, Curriculum/Technology, or Facilities accounts, the appropriate Administrator must sign the form. Additionally, the Business Manager or Superintendent must sign all forms. Approved budget transfers will be posted and filed by the Business Office.

**Revenues from Investments:** Interest earnings are relied upon as a source of revenue to cover anticipated expenses in the budget process. Administration will seek the most favorable rate of return on all fund balances and moneys available. Funds may be invested in savings accounts, money market accounts, mutual funds, or certificates of deposit.





**Tuition Revenue:** The Business Office will prepare invoices for non-resident students attending district schools who must pay tuition. Tuition is not required for students accepted to district schools under State-wide school choice or other board approved agreements. Invoices will be sent to individual families or the sending district – whichever is appropriate. Tuition will be required in three installments for individual families and two installments for sending districts. Payments are due within thirty days of the invoice date. Tuition for international students may be invoiced and paid prior to the school year. Invoices will be limited to the announced tuition amount, but may be lower. Tuition overcharge or undercharge will be handled consistent with 16 VSA § 836.

**Miscellaneous Revenues:** On occasion, the district may receive revenues from unanticipated sources. These revenues may relate to rebates, refunds, the sale of items, use of facilities, etc. When these revenues are received, a Miscellaneous Revenues form must be filled out and submitted (along with the funds) to the Business Office to be posted and deposited. Cash and checks will be secured in a locked file cabinet and deposited as quickly as possible.

**Grants:** Employees must follow the process and fill out the forms as outlined in the district's Grant Set-Up Packet, including the requirement to obtain approval prior to applying for the grant. Employees are encouraged to seek special funds from external sources to support, expand or improve educational programs. However, care must be given to ensure such funds support approved school initiatives and that any associated activities are aligned with district policies. Other considerations include unintended costs (i.e., installation, storage, etc.), sustainability of the activity, and the burden/cost associated with administration of the funds.

**Gifts and Donations:** The district will consider offers of gifts or donations. Gifts and donations may come in the form of property, money, goods, or services. As with grants, several factors must be considered prior to accepting a gift or donation (e.g., linkage to approved school initiatives and district policies, unintended costs, sustainability and administration of the funds). Gifts and donations may also lead to challenges related to liability risks, reputation of donor, and IRS reporting. The preferred process for monetary donations is to collect the funds into a Student Activity account.

**Authorization:** The Principal, Administrator or designee is authorized to accept or decline gifts or donations of \$1,000 or less according to his/her judgment as to whatever is in the best interest of the school or district. Gifts or donations over \$1,000 or for professional services must be approved by the Superintendent. Offers of real estate must be approved by the school board.

**Process:**

- Those wishing to offer gifts or donations to the district may contact the Superintendent. Those wishing to offer gifts or donations to a school may contact the Principal. Offers must be made in writing and must specify if the donor requires written certification for the gift or donation.
- Once accepted, the Principal/Administrator must submit a Miscellaneous Revenues form to the Business Office so the gift or donation can be properly recorded.
- If the donor requires written certification for a non-cash gift or donation that may be valued over \$500.00, the Principal/Administrator must require an appraisal to be performed on the item at the donor's expense.

**Bonded Employees and Officers:** To protect the district from actions of employees who receive or disperse public funds, the Business Manager will arrange for public official bonds or employee dishonesty coverage.

*Date Warned:* April 20, 2018

*Date Adopted:*

*Legal Reference(s):* 16 VSA § 557, 559, and 836, 2 CFR 200.318



