

Grand Isle Supervisory Union  
**CIUUSD Special Meeting**  
School Board **Special Meeting**  
Tuesday, June 4, 2019, at 6:30 p.m.  
Location: North Hero Education & Community Center  
**Agenda**

**Call to Order**

- |                                      |           |
|--------------------------------------|-----------|
| 1. Call to Order (G. Marckres)       | 6:30 p.m. |
| 2. Citizens and/or Staff to be Heard | 6:31 p.m. |

**Board Business.**

- |   |           |
|---|-----------|
| 3. HVAC update (M. Clark)(Action)   | 6:35 p.m. |
| 4. Approve new hire contracts- teachers (M. Clark)(Action)                  | 6:40 p.m. |
| 5. Meet and approve Principal recommendation (M. Clark)(Discussion; Action) | 6:45 p.m. |

**Closure**

- |            |           |
|------------|-----------|
| 6. Adjourn | 7:05 p.m. |
|------------|-----------|

Note: Executive Session: If discussion warrants and the Board so votes, some items may be discussed in Executive Session pursuant to VSA 1 §313(a)

*Discussion Items - Issues the Board needs to discuss and deliberate, but upon which no action is taken at this meeting.*

*Action Items - Issues that require the Board to make a decision by vote, may have been discussed over several meetings prior to this point.*

*Consent Items - Routine matters that need no discussion by the Board, but require Board approval. They are grouped together as a single agenda item. Background materials are provided in the Board packet to be reviewed ahead of the meeting. If there are no concerns, they are approved with a single vote. Any member can request the Board remove an item to be discussed and voted on separately. This frees up time at meetings.*

*Information Items [Incidental Information] - Matters the Board needs to know about, but for which no Board action is needed. The information flow is one way, from presenter to the Board. Questions for clarification are entertained as time allows.*

## HVAC Update

The CIUUSD board approved up to \$40,000 for the HVAC system (the proposal as we had it was going to be \$39,680).

We adjusted the floor plan to make it so the Finance Specialist was in a separate space instead of a common space which required the addition of a zone. This change caused the need to re-spec some of the equipment.

The new cost is \$45,398. This is still lower than the next closest bid of \$51,510.

Thank you for your consideration



Date:	5/29/2019		
Submitted to:	Mike Clark Grand Isle Supervisory Union Grand Isle Vermont	Job/Project:	Two class room conversions to offices Multi zone heat pumps with total of 10 heads

We hereby submit the following:

1. Remove and dispose of the two unit ventilators
2. Furnish and install two Carrier 4 ton multi zone heat pump systems with a total of ten ceiling cassette evaporators
3. Set condensers on owner provided equipment pads on east side of building as noted on SK-1
4. Pipe both systems using manufacturer recommendations
5. Enclose any exposed piping for aesthetics
6. Furnish and install condensate removal system for all ten cassettes
7. Wire the controls of the systems
8. Evacuate both systems and install new refrigerant as required
9. Start and test system for proper operation

This proposal excludes line voltage electrical, tax, concrete pads for condensers, painting, patching, and wage rated labor

EXCLUSIONS: Controls, control wiring and programming; All line voltage electrical, VFDs, motor starters and disconnects; Ductwork painting and cleaning; Sprinkler systems and fire protection; Masonry cutting, coring and patching; Concrete cutting, coring and patching; Roof cutting, patching and flashing; Asbestos and lead removal; Excavation and backfill; Coordination drawings; Liquidated damages; LEED requirements; Prevailing wages and Davis-Bacon Act; Bonds and Permits; Temporary Facilities and Services; Off hours, overtime and holidays

We propose to complete the above referenced work for the amount of:

Forty five thousand five hundred ninety eight Dollars \$ 45,398.00

Payment terms:

Net 30

All materials is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation insurance.

Authorized Signature:

Jason Patnaude  
President

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified above. Payment will be made as outlined above. If Alliance Mechanical undertakes collection of delinquent accounts; the customer agrees to promptly pay the balance due plus any and all costs of collection, including court costs, interest and reasonable attorney's fees.

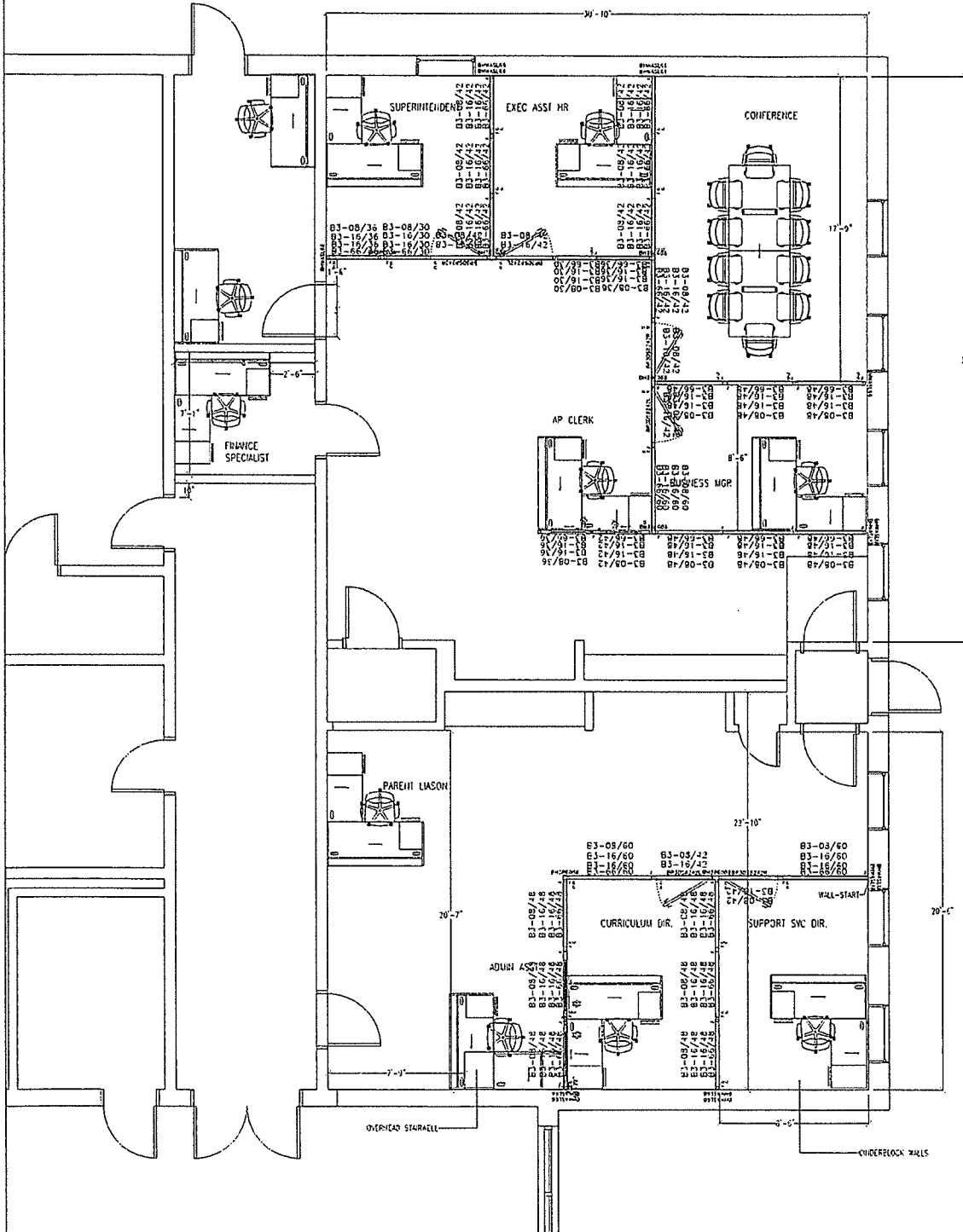
Date of Acceptance \_\_\_\_\_

Authorized  
Signature: \_\_\_\_\_



Date:	4/25/2019		
Submitted to:	Mike Clark Grand Isle Supervisory Union Grand Isle Vermont	Job/Project:	Two class room conversions to offices
We hereby submit the following:			
<ol style="list-style-type: none"> <li>1. Remove and dispose of the two unit ventilators</li> <li>2. Furnish and install one ducted fan coil unit above each of the two areas</li> <li>3. Dust the supply and return of the system to the areas served</li> <li>4. Insulate the supply ductwork</li> <li>5. Furnish one two ton and one three ton heat pump condensers on the ground outside of each space on owner provided concrete pad</li> <li>6. Pipe systems</li> <li>7. Furnish condensate removal for both systems</li> <li>8. Furnish seven day programmable thermostat for each of the two systems</li> <li>9. Start and test the two systems for proper operation</li> <li>10. Balance systems to space by CFM/Sq calculation</li> </ol> <p>Option 1: To install four zones in the small area and five zones in the large area utilizing ceiling cassettes add \$7,700.00 to proposal amount</p> <p>Option 1 acceptance: <u><i>Yes</i></u></p> <p>Option 2: To install one zone of perimeter baseboard heat in each of the two areas all \$16,289.00 to proposal</p> <p>Option 2 acceptance: <u><i>NO Thank you</i></u></p> <p>This proposal excludes line voltage electrical, tax, concrete pads for condensers, painting, patching, and wage rated labor</p>			
<small>EXCLUSIONS: Controls, control wiring and programming; All line voltage electrical, VFDs, motor starters and disconnects; Ductwork painting and cleaning; Sprinkler systems and fire protection; Masonry cutting, coring and patching; Concrete cutting, coring and patching; Roof cutting, patching and flashing; Asbestos and lead removal; Excavation and backfill; Coordination drawings; Liquidated damages; LEED requirements; Prevailing wages and Davis-Bacon Act; Bonds and Permits: Temporary Facilities and Services; Off hours, overtime and holidays</small>			
We propose to complete the above referenced work for the amount of:			
Thirty one thousand nine hundred eighty Dollars			\$ 31,980.00
Payment terms:			
Net 30			
<small>All materials is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation insurance.</small>			
Authorized Signature:		Note: This proposal may be withdrawn by us if not accepted within <u>30</u> days.	
Jason Patnaude President			
Acceptance of Proposal – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified above. Payment will be made as outlined above. If Alliance Mechanical undertakes collection of delinquent accounts; the customer agrees to promptly pay the balance due plus any and all costs of collection, including court costs, interest and reasonable attorney's fees.			
Date of Acceptance <u>21 May 2019</u>		Authorized Signature: <u><i>[Signature]</i></u>	

PLAN VIEW  
SCALE -  $\frac{3}{8}" = 1'-0"$



PROJECT:  
GRAND ISLE SUPERVISORY UNION


DATE: MAY 21, 2019

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	Vermont Sales Tax Exemption Certificate for <b>PURCHASES FOR RESALE AND BY EXEMPT ORGANIZATIONS</b> 32 V.S.A. § 9701(5); § 9743(1)-(3)	<b>Form S-3</b>
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To be filed with the **SELLER**, not with the VT Department of Taxes.

- ☐ Single Purchase - Enter Purchase Price \$ \_\_\_\_\_  
☒ Multiple Purchase (effective for subsequent purchases.)

<b>BUYER</b>	Buyer's Name <u>Grand Isle Supervisory Union</u>	Federal ID Number <u>03-6000339</u>	
	Trading as _____		
	Address <u>5038 US Route 2</u>		
	City <u>North Hero</u>	State <u>VT</u>	Zip <u>05474</u>
	Buyer's Primary Business <u>Pre-K - 8 Public School System</u>		

<b>SELLER</b>	Seller's Name <u>Alliance Group Inc</u>		
	Address <u>PO BOX 6660</u>		
	City <u>Fogel Section</u>	State <u>VT</u>	Zip <u>05452</u>

<b>EXEMPTION CLAIMED</b>	<b>Description</b> Description of purchased articles: <u>Furniture</u>
	<hr/>
	<hr/>
	<hr/>
<b>EXEMPTION CLAIMED</b>	<b>Basis for Exemption</b> <input type="checkbox"/> For resale/wholesale. Vermont Sales & Use Tax Account Number: _____ <input checked="" type="checkbox"/> Purchase by 501(c)(3) organization which is religious, educational, or scientific. Vermont Account Number: <u>81330</u> <input type="checkbox"/> Direct payment by Federal or Vermont governmental unit <input type="checkbox"/> Purchase by volunteer fire department, ambulance company, rescue squad (Registration is not required.)

I certify that I have read and complied with the instructions provided with respect to the use of this Exemption Certificate. I further certify that the above statements are true, complete, and correct, and that no material information has been omitted.		
	<u>Business Mgr</u>	<u>5/21/19</u>
Signature of Buyer or Authorized Agent	Title	Date

This form may be photocopied.

Form S-3  
Rev. 09/13

Champlain Islands Unified Union School District

New Hires to be Approved June 4, 2019

Teaching Staff:

- Barb Larvey - .8 FTE PE teacher
- Dawn Slayton – 1.0 FTE School Clinician
- Amy Racicot – 1.0 FTE French Teacher
- Ryleigh Combs – 1.0 FTE Elementary School Teacher
- Julia Goldman – 1.0 FTE Elementary School Teacher
- Brian Loughlin – 1.0 FTE Elementary School Teacher

Principal Candidate:

- Amanda Ellison

# PE Teacher

<b><u>Barbara Larvey</u></b> .....	<b>1</b>
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May 8, 2019

Ms. Lauren Young, Principal  
Champlain Island Unified Union School District  
224 US Route 2  
Grand Isle, Vermont 05458

RE: Internal Posting School Spring Job ID: 3091805

Dear. Ms. Young;

Please consider this letter and attachments as my formal application for the position of Physical Education Teacher in the Champlain Island Unified Union School District (CIUUSD), North Hero Elementary School for the 2019-2020 school year.

As can be seen from my resume, if selected I will bring an extensive background to the position as well as a proven record of success as both an educator, athletic program administrator and coach. What can't be seen, however, is the passion I bring to the classroom and the field, a passion every bit as intense as it was when I first started teaching in 1980. That passion, coupled with my experience, makes me feel that I can be a positive addition that will complement as well as supplement CIUUSD's objective of creating a welcoming and learning environment.

Physical education is every bit as important as academic instruction in preparing our children and young adults for the challenges they will face in life; the sound mind in sound body concept is every bit as important and relevant today as it was to the ancient Greeks.

I would like this opportunity to extend my earnest desire to build and implement programs for CIUUSD, and share my enthusiasm for Physical Education with the students at North Hero Elementary School, and I hope you will give me that opportunity.

Sincerely,

Barbara S. Larvey  
Physical Education Teacher and Administrative Assistant  
Isle La Motte Elementary School  
Isle La Motte, VT 05463

# Barbara S. Larvey

Isle La Motte, Vermont 05463

## Education

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### **East Stroudsburg University of Pennsylvania**

East Stroudsburg, Pennsylvania

Bachelor of Science

**Major:** Physical Education, **Minor:** Health

Attended September 1975 to December 1979

Degree conferred December 1979

### **Lehigh University**

Bethlehem, Pennsylvania

Master of Science in Educational Technology

**Major:** Educational Technology

Attended January 1988 to December 1992

Degree conferred January 1993

## Experience

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### **Grand Isle Supervisory Union/Isle La Motte Elementary School**

Aug 2009 - Present

Physical Education Teacher

Isle La Motte, Vermont

**Supervisor:** Thomas T. Tregan

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

It is **OK** to contact this employer

### **Grand Isle Supervisory Union/Isle La Motte Elementary School**

Aug 2011 - Present

Administrative Assistant

Isle La Motte, Vermont

**Supervisor:** Thomas T. Tregan

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

It is **OK** to contact this employer

### **Grand Isle Supervisory Union/Isle La Motte Elementary School**

Sep 2008 - Jun 2009

Substitute Teacher

Isle La Motte, Vermont

**Supervisor:** Diane Reilly

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

It is **OK** to contact this employer

**Orthopaedic Associates of Allentown, Ltd.**

Feb 1994 - Jun 2005

Assistant to the Chief Operating Officer

Allentown, Pennsylvania

See attached resume

**Reason for leaving:** Moved to Vermont

**Supervisor:** Anthony M. Molchany [REDACTED]

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

It is **OK** to contact this employer

**Palmerton Area School District/Palmerton Area High School**

Jan 1980 - Jun 1993

Health and Physical Education Teacher

Palmerton, Pennsylvania

See attached resume

**Supervisor:** George H. Duell ([REDACTED])

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

It is **OK** to contact this employer

As principal of Isle LaMotte School I have had the pleasure of working with Barb Larvey for the past 4 years. She is a talented physical educator that has much to offer, who routinely does so in calm, unassuming manner that has been of great benefit to our school. I strongly support her in her quest to become the physical educator at both ILM and North Hero and believe she would be a great fit and a wonderful hire in continuing to grow the physical education programs in the new CIUUSD.

She is an excellent role model, calm in manner, leading by example and her work has resulted in the ILM School receiving local, regional and national recognition for healthy initiatives. I foresee similar types of endeavors occurring at North Hero under her direction.

Listing all of Barb's acknowledgments and accomplishment would be difficult and lengthy. That said, a few include ; recognition at the 2018 UVM Teacher of the Year Celebration, 2017 Induction into the Carbon County (PA) Athletic Hall of Fame , 2018 "Carbon Cup" School recognition at the Vermont State House and overall winner of the "Way to Go Challenge", as well as 2016 ILM School spotlight on WCAX for her bicycle safety program .

Grants and initiatives that she has been directly involved in include but not limited to; annually securing the Local Motion Bike trailer , securing Sheriff Allen to provide bike safety lessons, , leadership in the ILM and GISU regatta, obtaining lacrosse equipment , snowshoes , bike racks, fitness equipment, skis, bike helmets, golf equipment, curling equipment, being an integral part of the raising of funds for new playground equipment and spearheading efforts to create groomed walking trails on the school property. Though ILM has historically been financially conservative and often times financially stressed, Barb has creatively found ways to gather both equipment and human capital.

As a teacher, she provides lessons that focus on sportsmanship, and on lifetime sports. Students are excited to go to physical education class, learn and are participating in a manner that is respectful, safe and responsible. Her classes are well planned and very creative. She demonstrates the characteristics one would hope to see in a caring, dedicated professional. Physical education and a healthy life style is a way of life for Barb and not a job. The passion that she has for her work is evident and enviable.

As an employee, Barb, does more than she is asked, without complaint, does her work to the best of her ability, takes pride in her work and would be a good fit at any school that aspires to be a high performing school. She would be a great addition who I support without reservation.

This is a win for both school communities as they become more closely affiliated, sharing a principal, an art teacher, a librarian and likely several other staff members. There are many challenges that will occur due to the consolidation and every effort that can be made to share the wealth of talent that both schools have would seem to be worthy of serious consideration.

If I can provide further comments on Mrs. Larvey's candidacy, please do not hesitate to contact me.

Thomas T. Tregan  
ILM Principal

# School Clinician

<b><u>Dawn Slayton</u></b> .....	<b>1</b>
<u>Cover Letter</u> .....	1
<u>Résumé</u> .....	2
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April 22, 2019

To Whom It May Concern;

Please let this letter represent my interest in applying for the advertised position of School Clinician. As you can see by my resume, I've had enormous experience working with a diverse population of individuals. I have worked in a variety of settings, with individuals ranging from pre-school to college age, as well as, adults and elderly patients. I've worked as a School Counselor servicing students from Pre-K thru Grade 12. I've worked in a private practice as a Psychometrist performing Psycho-Educational Evaluations and Learning Consultations. I've worked with individuals, families, and schools, helping children, adolescents and adults understand their individual learning styles and cognitive profiles, assessing factors that include: Attention, Language, Memory, Executive Functions, Auditory Processing, Social/Emotional Skills and Academic Achievement. Additionally, in the private sector, I've provided counseling to patients with eating disorders and learning disabilities, and acted as a consultant to Dartmouth College's Director of Student Accessibility Services, determining the need to further evaluate college students.

Employed as the Director of Guidance in a High School, I was on the administrative team. I performed teacher evaluations, facilitated all state and district-wide standardized testing sessions, managed all 504 Accommodation Plans, developed the entire high school schedule, wrote the Program of Studies, coordinated student registration for classes, provided individual counseling, sat on the District RTI (Response To Intervention) Committee, was the NovaNet Coordinator (Virtual Academy) and supervised and managed the school district's counseling team.

Working currently as an elementary school counselor, I perform similar tasks but work more closely with families to develop strategies to support their children in school and at home.

In all of my positions, I have worked closely with school administrators, collaborating on methods to improve learning outcomes for students. I have worked closely with the staff on employing new strategies to accommodate students with different learning styles (differentiated instruction), and helped educate parents on strategies to support their child's learning at home. I personally make an enormous effort on improving school climate, because I feel strongly that when we work together as a team, students are more successful in school.

Currently, in the absence of my principal, I am our school administrator. This is a position that I enjoy because it is a challenge and it gives me more opportunities to connect with the school community. It also offers the privilege to act as the Lead Educational Agent (LEA) for all Special Education meetings.

Please feel free to contact me if you have questions or need further information. Although we currently live in Grantham NH, we own a house in Isle La Motte, VT where we summer. We are interested in moving here full-time. It would be a pleasure to meet with you to discuss the position and meet your team. I look forward to hearing from you.

Sincerely,  
Dawn M. Slayton

# Dawn Marie Slayton

[REDACTED]  
[REDACTED]

Grantham, New Hampshire 03753

## Education

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### Granite State College

Concord, New Hampshire

Master of School Administration

**Major:** School Leadership/Principal License

**GPA:** 3.730

**Credit Hours:** 34

Attended January 2016 to March 2018

Degree conferred March 2018

### Johnson State College

Johnson, Vermont

Bachelor of Arts

**Major:** Psychology

**GPA:** 3.620

**Credit Hours:** 125

Graduated, dates not provided

## Experience

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### Sunapee School District

School Counselor

Sunapee New Hampshire USA

Aug 2008 - Present

**Supervisor:** Jodi Bergen [REDACTED]

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

It is **OK** to contact this employer

### Newport Middle High School

Director of Guidance

Newport, NH

Jul 2006 - Jul 2008

**Supervisor:** Barry Connell [REDACTED]

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

It is **OK** to contact this employer

To Whom It May Concern,

I am writing to provide my enthusiastic recommendation of Dawn Slayton for an administrative position in your district. I have worked with Dawn at Sunapee Central Elementary School for the last four years as the school principal and Dawn's direct supervisor.

Ms. Slayton has administrative experience both in her role as Director of Guidance at Newport High School and through responsibilities given her by my predecessor in Sunapee. When I was hired, Ms. Slayton was instrumental in the process of transitioning administrative responsibility back to the principal. She provided detailed information regarding student support systems, policies and procedures, and school culture. In the years since then, she has been a valued resource and collaborator for me. She is the Administrator N Charge when I am out of the building.

In her role as the school guidance counselor, Ms. Slayton teaches whole class and small group lessons in empathy, violence prevention, executive functioning, impulse control, and social skills. She makes connections with students and helps them to discover their best selves. She chairs the Student Support Team, which is the process by which we determine interventions and supports for students as part of our MTSS process. Ms. Slayton also participates in special education meetings where she is a strong advocate for students and families.

Ms. Slayton is passionate about creating a positive school climate. She has innovative ideas for boosting school culture, student and family engagement, and staff satisfaction and recognition. She is always positive and upbeat.

I know Ms. Slayton craves more responsibility and challenges from her work and a position in administration would allow her to grow professionally. You will find Ms. Slayton has the skills and disposition to lead staff and students by creating a supportive and collaborative school environment.

Please contact me directly if I can offer any further information or answer any questions.

Sincerely,

Jodi Bergen



May 20, 2019

RE: Dawn Slayton

To Whom It May Concern;

It is with great pleasure that I write this letter of recommendation in support of Dawn Slayton for any administrator, guidance counselor or other position that incorporates the two skill sets. I have had the pleasure of knowing Dawn for 14 or more years and worked with her in two different districts. Dawn has worked in two very different districts over the time I've known her. Newport School District had very high needs and limited resources. Sunapee has some significant needs but also has the resources to support those needs. She is currently the guidance counselor for the Sunapee School District where I am the Director of Student Services.

Dawn has an outstanding ability to connect with parents so that they feel heard. She is able to bring hard to reach parents to the table and have them engaged in conversations that can be challenging. During a period of time when our elementary school needed a leader, Dawn stepped up to the plate and performed the duties of the local education agency representative in all of our Individual Education Plan (IEP) meetings. During these meetings Dawn facilitated with ease and confidence, in addition, to providing support to all the team members at the table.

Dawn has facilitated the Student Support Team (SST) for many years. In this role, Dawn has organized, planned and evaluated the process along the way. With many professionals around the table, Dawn was able to take feedback and incorporate it in order to develop a more efficient process that supported teachers and helped to get students what they needed to be successful at school.

Dawn has a positive attitude and desire to problem solve which allows her to develop and maintain relationships with students, parents, and colleagues. She brings an energy that has productive and effective outcomes for kids.

Please feel free to contact me if you have any further questions or concerns.

Sincerely,

Terra Geer  
Director of Student Service



Dawn Slayton

# French Teacher

<b>Amy Racicot.....</b>	<b>1</b>
<u>Cover Letter.....</u>	1
<u>Résumé.....</u>	3
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Amy Y. Racicot  
[REDACTED]  
Williston, VT 05495  
[REDACTED]

Michael Clark , Acting Superintendent  
5038 US Route 2  
North Hero, Vermont 05474

Dear Mr. Clark:

I am very interested in the French teaching position with your school district. I am confident that I would be an excellent candidate for this position because I have been teaching for the past nineteen years in grades K-12 in diverse environments and have taught in an immersion high school program in Virginia where I was able to create curriculum from the ground up using various activities. I know how to make a classroom an exciting learning environment where students are using the language from day one and are able to take risks in a comfortable environment. I believe strongly in teaching with much comprehensible input, so students are encouraged to speak and feel that they are able to use the language not only in a classroom setting but more importantly in the real world. Each day students are practicing speaking, reading, writing and listening using technology and relevant real world experiences.

I have also worked with my colleagues extensively in creating targets for language proficiencies and worked on school committees to help with proficiency grading. I know and am able to use the state and national standards, grade level expectations and a proficiency grading system while supporting a differentiated global classroom. I have strong formal, informal and summative assessment skills and create a curriculum that is meaningful to students who are learning to be critical thinkers and problem solvers.

I have an excellent understanding of what it means to meet the needs of all learners. I pride myself on being motivating and energetic so that students are encouraged to love learning. Students are active participants with differentiated activities that support everyone in being challenged and successful in all they set out to accomplish. My classes support an appreciation for the many cultures around the world and build a knowledge that is useful in our community today. My methodology includes multicultural and interdisciplinary project based learning, technology on a regular basis, and cooperative learning skills.

I am a strong support for students and their families as well as an asset to my colleagues. I am very enthusiastic, always had a great rapport with my students, and have supported my schools in all their activities. I am flexible and have excellent collaborative skills as well as strong leadership and communication skills. I promote student enjoyment and active participation by developing and implementing activities and unit studies that are relevant and connect students to a global education.

I believe the combination of my range of experience with my ability to be a compassionate, enthusiastic, intelligent teacher, make me a strong candidate who can make a positive contribution to your school district. I would greatly appreciate the opportunity to interview for this position, and hope to hear from you at your earliest convenience. Thank you so much for your time and consideration. I look forward to speaking with you.

Sincerely,

Amy Racicot

# Amy Y Racicot

Williston, Vermont 05495  
[REDACTED]

## Education

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### Saint Michael's College

Colchester, Vermont

Master of Education

**Major:** Education

**GPA:** 3.800

Attended June 2003 to May 2005

Degree conferred May 2005

### University of Vermont

Burlington, Vermont

Bachelor of Science

**Major:** Education: English, **Minor:** French

Attended August 1991 to May 1996

Degree conferred May 1996

### University of Phoenix

Richmond, Virginia

College Coursework - no degree

**Major:** Education

**GPA:** 4.000

**Credit Hours:** 6

Attended February 2009 to March 2009

### Community College of Vermont

Montpelier, Vermont

College Coursework - no degree

**Major:** Coursework only

**GPA:** 3.800

**Credit Hours:** 6

Did not graduate, dates not provided

## Experience

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### Burlington Technical Center

Aug 2018 - Present

Educator

Burlington, VT

Assist teachers with curriculum building, instruction and assessment tools.

Assist students with daily classroom skills.

Assist student support services and guidance with different duties.

Help with bus duty.

Substitute for teachers when needed.

**Supervisor:** Tracy Racicot & Joan Siegel [REDACTED]

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

It is **OK** to contact this employer

**Essex-Westford School District**

Jan 2018 - Jun 2018

Human Resource

Essex, VT

Substituted for various elementary schools

**Supervisor:** Maxine Breueur [REDACTED]

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

It is **OK** to contact this employer

**Burlington High School**

Aug 2017 - Jun 2018

English Teacher

Burlington, VT

10th grade Honors Genre Teacher

Assist in an ESL class

**Reason for leaving:** Long Term substitute position only

**Supervisor:** Herb Perez [REDACTED]

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

It is **OK** to contact this employer

**BFA Fairfax High School**

Aug 2015 - Jun 2017

French Teacher

Fairfax, VT

French Teacher for all levels for grades 9-12 and a French World Culture class to 8th graders.

Proficiency based classes

**Supervisor:** John Tague [REDACTED]

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

It is **OK** to contact this employer

**Green Mountain Gymnastics**

Feb 2012 - Aug 2015

Competitive Gymnastics Coach

Williston, VT

Gymnastics instructor for recreation and competitive teams

**Supervisor:** Robin Bourdeau [REDACTED]

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

It is **OK** to contact this employer

**Whitcomb Jr/Sr High School**

Aug 2014 - Jun 2015

World Language Teacher French & Spanish

Bethel, VT

French and Spanish Teacher to grades 7-12, Levels I-4

**Reason for leaving:** The position was cut to 50% and I needed a full-time position.

**Supervisor:** Owen Bradley [REDACTED]

**Experience Type:** Public School, Full-time  
It is **OK** to contact this employer

**Essex High School**

Aug 2013 - Jan 2014

Long-Term French Teacher  
Essex, VT  
I taught French 3 for a semester.

**Reason for leaving:** This was a part-time long-term substitute position.

**Supervisor:** Louise Strong [REDACTED]

**Experience Type:** Public School, Part-time  
It is **OK** to contact this employer

**Winooski High School**

Nov 2010 - Mar 2011

Long Term Substitute French Teacher  
Winooski, VT  
French Teacher for grades 9-12 and levels 1-4.  
Continued the Multicultural Club that was started.

**Reason for leaving:** Long-term substitute position for someone on maternity leave

**Supervisor:** Justin Brown [REDACTED]

**Experience Type:** Public School, Full-time  
It is **OK** to contact this employer

**Brookland Middle School/Henrico County Public Sch.**

Aug 2009 - Jun 2010

English and French Teacher  
9000 Lydell Dr.  
I taught an Advanced 6th grade English class, several regular 6th grade English classes and a 7th grade French Exploratory class. I also had other school duties.

**Reason for leaving:** My husband's job relocation

**Supervisor:** Lynnette Jackson ([REDACTED])

**Experience Type:** Public School, Full-time  
It is **OK** to contact this employer

**Henrico County Public School**

Aug 2008 - Jun 2009

Immersion French Teacher  
Richmond, VA  
French immersion teacher of World History & Geography, Marketing, Media and French 1 at Tucker High School. At Brookland Middle School, I taught French 1A, 1B and an exploratory French class.

**Supervisor:** Heather Snyder ([REDACTED])

**Experience Type:** Public School, Full-time  
It is **OK** to contact this employer

**Grand Isle School**

Aug 2007 - Jun 2008

French Teacher  
Grand Isle, VT

K-8 French teacher who used Total Physical Response Storytelling (TPRS), and literature to enhance students vocabulary for conversation. I also used projects to create opportunities for students to show what they understood in a creative manner.

**Reason for leaving:** The position was cut because of budget constraints.

**Supervisor:** Troy Watkins [REDACTED]

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

It is **OK** to contact this employer

### **Companion's Home School**

Aug 2007 - Jun 2008

Elementary and Middle School Teacher

Colchester, VT

First and Six grade teacher. I used the Abeka curriculum and followed the GLE and VT state standards.

The students learned their core subjects and specials: Math, Language Arts, History, Geography, Science, French, Art, Music and Physical Education.

I taught using Differentiated Curriculum and the Painted Essay.

**Supervisor:** Self [REDACTED]

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

It is **OK** to contact this employer

### **TD BankNorth**

Jan 2007 - Aug 2007

Input processor

Williston, VT

Processed and balanced checks that were received in the evening.

**Reason for leaving:** Began teaching.

**Supervisor:** Susan Trombley [REDACTED]

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

It is **OK** to contact this employer

### **Companion's Home School**

Sep 2006 - Jun 2007

Kindergarten Teacher

Colchester, Vermont

Home-schooled Kindergarten using both the Abeka Curriculum and Vermont Standards. I also taught music, art, Social Studies, Science, French, and PE.

**Supervisor:** Myself [REDACTED]

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

It is **OK** to contact this employer

### **Colchester High School**

Aug 2005 - Jun 2006

French & ELL Teacher

Colchester, Vermont

Taught French 2 and English Language Learners (ELL) for Grades 9-12

**Supervisor:** Christopher Lang [REDACTED]

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

It is **OK** to contact this employer

**North Avenue Christian School**

Aug 2004 - Jun 2005

Middle School Teacher

Burlington, VT

I taught a multiage 7/8 class for French, Math, Science and a mentoring Ecology program. The mentoring program was to help the middle school students teach the elementary students about their surroundings.

I also taught Language Arts and History for a short-term. Students were responsible for reading literature, vocabulary, writing and projects.

In each course I provided an opportunity for students to work individually as well as cooperatively. The students did projects that utilized technology and had them working with hands-on materials. I found it important to create activities that were differentiated for all learners. The students did projects to make connections to the real world.

**Supervisor:** Toni Esparza (b)(6)(b)(7)(C)**Experience Type:** Independent School, Part-timeIt is **OK** to contact this employer**Rice Memorial High School**

Aug 1998 - Jun 2004

French Teacher

South Burlington, VT

French Teacher for grades 9-12, French 1-AP.

**Supervisor:** Lloyd Hulburd (b)(6)(b)(7)(C)**Experience Type:** Independent School, Full-timeIt is **OK** to contact this employer**VT Gymnastics Academy**

Jun 1990 - Aug 2001

Coach

Winooski, VT

**Supervisor:** Lori Bergquist and Ken Newton (b)(6)(b)(7)(C)**Experience Type:** Other, Full-timeIt is **OK** to contact this employer**Winooski Middle and High School**

Aug 1996 - Jun 1998

Substitute

Normand St. Winooski, VT 05404

Substitute taught Spanish, French, Math, English, Home Economics in 7th - 12th grade and in the 6th grade classes.

**Supervisor:** Mr. Villemaire, principal (b)(6)(b)(7)(C)**Experience Type:** Public School, Part-timeIt is **OK** to contact this employer**Memberships**



- 
- American Counsel for Teachers of a Foreign Language (ACTFL) Since 1998
  - VT Foreign Language Association (VFLA) Since 1998

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### ***Behavior Management***

PBIS and Responsive Classroom Experience  
MTSS

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### ***Reading and Writing***

Reading and writing workshop approach coursework and application  
Guided Reading  
Interactive approach to reading  
Scope and Sequence  
Decoding and comprehension skills  
Build vocabulary knowledge with various techniques.  
Developmental Spelling

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### ***Extra Curricular***

- Class advisor
- Prom Committee leader
- Team committee for proficiency grading
- Soccer coach
- Gymnastics coach
- Yearbook
- Multicultural club
- French club

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### ***Interests***

- Traveling, learning languages and cultural information
- Biking
- Jogging
- Singing
- Arts and Crafts
- Sewing
- Knitting
- Cross-stitching

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### ***Inquiry based learning***

- Science
- Math
- History

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### ***Math Instruction***

Investigations  
Eureka  
Bridges  
Using portfolios to help gather knowledge of students learning and show their progress throughout their learning

---

### ***Translations/Language Assistance***

Translations for French and Spanish to help those ELL learners with vocabulary and better understanding when learning to read and write in English. Promoting a healthy connection

between L1 and L2.

### ***Project Based Learning***

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Creating interdisciplinary projects that help students to be high level critical thinkers and problem solvers

### ***Backward Design***

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Designing a curriculum with particular goals and assessments in place.

### ***ELL WIDA Testing***

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HS WIDA test

March 13, 2017

Kerri Brien  
High School Spanish Teacher  
Bellows Free Academy Fairfax  
[REDACTED]  
Fairfax, VT 05454

To Whom It May Concern:

I write today to recommend Amy Racicot, an experienced, hard-working World Language teacher.

I have had the pleasure of working closely with Amy in our small World Languages Department for almost two years at BFA Fairfax. During Department meeting time, Amy demonstrated her experience by effectively communicating assessments and language practice activities that would advance our World Language programs. Amy is very knowledgeable about the proficiency guidelines written by the American Council on the Teaching of Foreign Languages (ACTFL) and our department always follows these. I find Amy is always supportive of my activity and assessment ideas, as well. We created and embraced a proficiency-based World Language curriculum this year. Daily, Amy and I had informal discussions reflecting on how activities went and brainstorming future modifications to the curriculum.

I think Amy believes in holding students to high standards. I know she is very good at encouraging students to speak, read and write in a simplified way, at their own level in the target language. She has described how she has facilitated this consistently with success.

I see Amy as an engaged, hard-working educator. She has willingly chaperoned school events, contributed to faculty teams such as Support Block and Prom Committee, and consistently seeks out cultural experiences for world language students. Amy and I researched and promoted an international trip and a cultural New York City excursion as advisors for a combined Multicultural Club at BFA Fairfax. This year, Amy identified international pen pal connections for her French students.

I believe Amy Racicot would be an asset to your school community, based on her good collegueship, focused teaching skill and varied classroom experience. Please do not hesitate to contact me with questions via email at [REDACTED] or at my home number [REDACTED]

Sincerely,  
Kerri I. Brien  
High School Spanish Teacher  
BFA Fairfax

Amy Racicot

# Elementary School Teacher

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Ryleigh Combs

[REDACTED]  
[REDACTED]  
[REDACTED]

April 21st, 2019

To Whom It May Concern:

I am applying for the teaching position currently open in your district. I firmly believe that the experience I have gained from teaching at Davis Elementary School, coupled with my personal commitment to education is the reason why I am the best candidate for the position.

Upon graduating I was hired at Malone Central School District as a fourth grade teacher. In my first year I strove to transform instruction into a cooperative, yet personal learning experience. I implemented research based learning techniques that allowed for differentiated instruction. Our district has three goals that I continue to strive for every day. I implement methods and strategies to foster learning engagement, by creating a safe environment for collaboration. I do so by using hands on learning and technology to create an active learning experience for all students.

This year I have switched gears to teaching third grade. My current classroom is made up of nineteen students which includes three students who receive consultant teacher services, and one student with autism who receives resource room support. In my classroom, I strive to create an environment where students feel safe, respected, and learn to take ownership of their learning. I encourage this environment by building relationships and practicing mindfulness with my students. Each child's social emotional needs are a main focus in my class, and often lead me to change pace in a given day. When planning content I take the needs of my students as a priority. I use data from formative and summative assessments to know when to further accelerate or reteach content.

As a lifelong learner, I continuously look for ways to enrich my professional development. In college I always took opportunities to attend professional development conferences like the annual Teacher Education Student Association (TESA) conference. This was when I began to understand the value of professional development and networking with other educators. In my past two years of teaching I have continued to attend professional training, and join book studies. I plan to pursue graduate level coursework and continue to take advantage of professional development opportunities.

I am personable, positive, and creative when working with children in a classroom. I am confident that I would be a positive asset to your school. I look forward to the opportunity to discuss my candidacy further. If you have any questions please feel free to contact me.

Sincerely,

Ryleigh Combs

Ryleigh Combs

# Ryleigh Taylor Combs

██████████ ██████████  
██████████ ██████████  
Plattsburgh, New York 12901

## Education

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### State University of New York at Potsdam

Potsdam, New York

Bachelor of Arts

**Major:** Childhood/ Early Childhood Education , **Minor:** Biology

**GPA:** 3.550

**Credit Hours:** 117

Attended August 2013 to May 2017

Degree conferred May 2017

## Experience

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### Davis Elementary School

Third Grade Teacher

Malone, New York

May 2017 - Present

**Supervisor:** Michelle Bailey ██████████

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

It is **OK** to contact this employer

### Malone Central School District

Student Teacher

Malone NY

Jan 2017 - May 2017

I am currently student teaching in Malone School District. I am placed in a fourth grade classroom that focuses on the students Socio-emotional development. The classroom is a safe environment where the students are being met in all areas of need. Students have the options in flexible seating, as well as standing or seated desks. The students are engaged a hundred percent of the time as the teacher uses technology and student centered learning to make learning a voyage.

**Supervisor:** Mary McGrath ██████████

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

It is **OK** to contact this employer

### Greater Burlington YMCA

Teacher

Burlington Vt

May 2015 - Aug 2016

For the past two summers I have been a teacher for the Burlington YMCA summer camp as a seasonal teacher for the preschool program. During the summers I spend my days planning engaging lessons that involve the students interests. Each morning and afternoon I have the opportunity to make connections with parents, which I do daily. This time is critical in building a positive relationship with the families in the community.

**Supervisor:** Kristen Hakey (REDACTED)

**Experience Type:** Other, Summer

It is **OK** to contact this employer

**SUNY Potsdam Student Success Center**

May 2014 - May 2017

Tutor/ Tutor Mentor

Potsdam, NY

As a tutor I offer hands on learning for college students. I tutor a biology course for education majors. During which I create practice exams, review material and encourage collaboration between students. I also mentor other tutors in the program. I schedule meetings for the tutors and myself to get together and talk about growths and conflicts within our individual tutoring groups. I have been a tutor for six semesters now, and a mentor for five.

**Reason for leaving:** I will be leaving the program in May 2017 when I graduate from the college.

**Supervisor:** Tim Morse (REDACTED)

**Experience Type:** Other, After school/Evening

It is **OK** to contact this employer

## ***Honors***

---

In 2015 I was inducted into Phi Eta Sigma, a national honors society. With this I volunteered my time to the community, as well as on campus organizations to help out. I have been an advocate in many ways for my college because of this.

In April of 2017 I was inducted into Kappa Delta, a national honors society for education majors. I was honored to become a member of a society that values education to the degree that I do. I have made a last impression on my campus as I have tutored for the college for six semesters and volunteered in several mentoring programs the education department offers.

I give all my time to teaching, it is my lifestyle not my job.

## ***Donors Choose***

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My classroom has been fortunate enough to have had a fully funded project by Donors Choose. Donors Choose is an organization that allows teachers to ask for items that can be critical to their classroom. Numerous donors have donated to my classroom for a new classroom library.

(REDACTED)

MALONE CENTRAL SCHOOL DISTRICT  
**DAVIS ELEMENTARY SCHOOL**

188 [REDACTED] Street  
Malone, New York 12953

Phone [REDACTED]

Fax [REDACTED]

**Michelle Bailey**  
*Principal*

**Joey Santamoor**  
*Assistant Principal*

**Jerry Griffin**  
*Superintendent of Schools*

February 6, 2019

To Whom It May Concern,

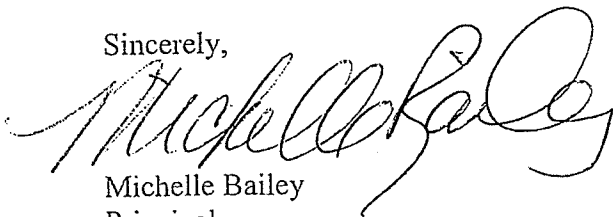
It was my pleasure to write this letter for Ryleigh Combs. Ryleigh is a valuable asset to Davis Elementary School and the greater Malone Central School District. As the Principal, I have been privileged to see Ryleigh with students, with colleagues, and with our families. She works hard and encompasses all realms of a 21<sup>st</sup> century classroom. Ryleigh is in her second year at Davis and encompasses a growth mindset. She has grown and continues to grow as she develops into a seasoned teacher.

Ryleigh is dedicated to the students she serves, is a team player within her grade level team as well as the greater school. When supervising students, she creates a safe and warm classroom environment where students are comfortable and feel safe.

Often teachers are asked to switch gears within their schedule in order to accommodate school events and emergencies. Ryleigh is flexible and is able to adapt to the flexible demands that are often placed on her as a teacher and her lesson plans.

It gives me pleasure to recommend Ryleigh Combs for a teaching position in the elementary school setting. Again, she is tremendous asset to our school and will immediately contribute to any school community. Please feel free to contact me if I can be of further assistance.

Sincerely,




Michelle Bailey  
Principal  
Davis Elementary School  
Malone Central School District

188 [REDACTED] Street  
Malone, NY 12953  
[REDACTED]



MALONE CENTRAL SCHOOL DISTRICT  
**DAVIS ELEMENTARY SCHOOL**

  
Malone, New York 12953

Phone 

Fax 

Michelle Bailey  
*Principal*


Joey Santamoor  
*Assistant Principal*

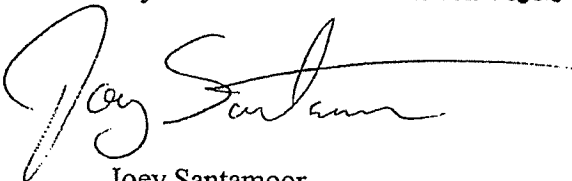
Jerry Griffin  
*Superintendent of Schools*

To whom it may concern:

I was asked by Ryleigh Combs to write her a letter of recommendation, which I am more than happy to do but at the same time saddened! I have had the chance to work with Ms. Combs over the past two years and she has been a valued part to our staff and students here at Davis. With writing this letter it means that we have the possibility to losing a teacher that has provided us with a tremendous work ethic that has helped shape our core values here at Davis with not only her students but parents and community alike.

Ms. Combs worked last year in a fourth grade classroom, in which she created a learning environment that showed student growth in all core subjects but also helped design student activities that brought parents into the classroom to be part of their child's learning. We then asked Ms. Combs to leave the program she worked hard to create and become a third grade resource/consult classroom teacher. She worked tirelessly over the summer to prepare and has felt comfortable to come to administration and peers to again build a classroom, with some unique students, to design differentiated lessons, support IEP's/504 plans, and garnish a learning environment that has shown success in all aspects of learning.

Although reluctant to lose Ms. Combs I fully believe she will be a wonderful addition to any school district that she is part of. I give my full recommendation for Ms. Combs and hope all the best for her and her family throughout her educational career. Please feel free to contact me at Davis Elementary in Malone NY at  Thank you!



Joey Santamoor  
Davis Elementary Assistant Principal

February 6, 2019

To Whom It May Concern,

It is with pleasure that I write this letter of recommendation for Ryleigh Combs, who has applied for a position at your school.

I am a special education teacher, who provides consultant services to 3 students in Ryleigh's 3rd grade classroom. Ryleigh is always welcoming and has made me feel like a part of her classroom. In Ryleigh's 3rd grade class, there are students with very diverse backgrounds and needs. Maintaining an educationally sound environment for each student can be demanding. Ryleigh puts forth great effort and shows dedication and perseverance by the many hours she spends learning the curriculum and creating materials that align to the common core learning standards. It was immediately evident that she has a love for the profession and a sincere interest and concern for her students. Ryleigh provides instruction that is meaningful, engaging and interesting. Her lessons are always adjusted to meet the needs of all the students in her classroom.

Ryleigh's classroom management skills are very effective. Her maturity in dealing with the students is evident and, as a result, she has developed a strong rapport with the students and it is obvious how much they respect her. In addition to having a strong rapport with the students, Ryleigh, has developed a cooperative relationship with the parents of her students. When communicating to parents, Ryleigh always finds the good in her students. Ryleigh is very approachable and keeps the line of communication open.

Ryleigh is not only admired by her students, but the faculty at Davis Elementary. She has developed a positive and professional relationship with everyone she works with. She is a team player and is always willing to help out.

Ryleigh shows a desire to learn and grow. She continues to examine her strengths and weaknesses to maximize her potential. She is a knowledgeable, confident, and a highly organized person who is devoted to meeting her students' needs. Ryleigh Combs is highly qualified for the teaching profession and would be an asset to your school.

Sincerely,



Pamela Davies  
Elementary Special Education Teacher  
Davis Elementary



Julia Goldman

[REDACTED]  
Colchester, VT 05445

[REDACTED]  
[REDACTED]

Dear Mr. Clark,

My name is Julia Goldman and I am an ambitious, soon-to-be college graduate looking to pursue a teaching position in an elementary school. While I could have graduated in December, I took an extra semester to get a Minor in Special Education and ensure my readiness to teach all students. I'm a Vermont native and will officially graduate in May. In my undergraduate studies, and more recently, my student teaching, I have proven myself to be a collaborative colleague who takes pride in my organizational skills, ability to problem solve, and commitment to student growth.

When I graduate in May 2019, it will be with a B.S. in Elementary Education and Special Education minor from UVM. I have had years of experience working with children from preschool to fifth grade. I have been in the classroom setting and in a summer camp setting. I have had years of experience substitute teaching in multiple grades, and currently am working in a classroom at the UVM Campus Children's School.

I have also had significant experience in the classroom throughout my placements at UVM. I was placed in 4th, 3rd, and 2nd grade classrooms, in different schools, throughout Vermont. I have recently completed my full time student teaching experience, which includes two solo teaching weeks, in a second grade classroom in Burlington. Within these placements, I have worked with a wide variety of students, including students of different socio-economic status, English Language Learners, students who have experienced trauma, and students with disabilities. I enjoy working with and have been effective with a diverse group of students and have learned valuable strategies from these experiences. I have had significant experience with implementing frameworks such as PBIS, responsive classroom, MTSS, mindfulness and restorative practices. My classes throughout the program at UVM, combined with my time in the classroom, have taught me a variety of classroom management and instructional strategies to support all students.

I believe my years of experience in classrooms, working with students in multiple settings, and my full-time internship, as a student teacher, has greatly prepared me for any elementary classroom position. I am confident in my ability to work diligently and I am eager to begin my career. Thank you for your consideration. I hope to hear from you soon!

Sincerely,

Julia Goldman

Julia Goldman

~~CONFIDENTIAL~~

**[REDACTED]**

## Education

Degree conferred May 2019

- Worked with students with low socioeconomic status and on IEPs to meet academic goals

**Supervisor:** Jenn Stratton (b)(6)(b)(7)(C)

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

It is **OK** to contact this employer

### **Chamberlin School**

Sep 2017 - Dec 2017

4th Grade Part Time Teaching Intern

South Burlington, VT

- Developed and implemented standard-based lesson plans in math and literacy
- Created a literacy instructional plan based on results of multiple assessments and observations
- Worked with many English Language Learners to meet academic goals

**Supervisor:** Kelly Becker (b)(6)(b)(7)(C)

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

It is **OK** to contact this employer

### **Colchester School District**

Jan 2018 - Jun 2018

Substitute Teacher

Colchester, VT

- Implemented instruction provided by the classroom teacher or paraeducator
- Supported student growth with their classwork
- Ensured students progress with the curriculum

**Supervisor:** n/a (b)(6)(b)(7)(C)

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

It is **OK** to contact this employer

### **South Burlington Recreation and Parks Department**

Jun 2016 - Aug 2018

Program Director/Camp Counselor

South Burlington, VT

- Promoted to program director for Summer 2019
- Supervised a group of 10-15 children each week, ranging from 6-14 years old
- Planned, organized, and led consistent activities such as hiking, biking, swimming, and kayaking
- Arranged games, crafts, and engaging activities for campers to participate in
- Demonstrated and encouraged an energetic attitude while maintaining a safe environment
- Worked seasonal events, such as refereeing and coaching recreational youth soccer and basketball

**Supervisor:** Brett Leonard (b)(6)(b)(7)(C)

**Experience Type:** Other, Summer

It is **OK** to contact this employer

### **Boys and Girls Club of Burlington**

Oct 2016 - Sep 2017

Program Staff

Burlington, VT

- Supervised and interacted with a group of 25 first graders
- Organized games, crafts, and activities in the gym, cafeteria, or outside
- Ensured safety and successful play of students

- Evaluated students with weekly and monthly reports

**Supervisor:** Sarah Fisher (b)(7)(C), (b)(7)(D)

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

It is **OK** to contact this employer

### **Next Level Basketball Camp**

Jun 2016 - Jun 2017

Overnight Basketball Camp Counselor

Burlington, VT

- Coached a team of 10 and 11-year-old girls
- Ran practices, stations, games, activities, etc.

**Supervisor:** Lori McBride (b)(7)(C), (b)(7)(D)

**Experience Type:** Other, Summer

It is **OK** to contact this employer

### ***Awards/Certifications***

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- Lifeguarding/First Aid/CPR/AED
- Vermont After-school Foundations Certificate
- Dean's List Fall 2017, Spring 2018, Fall 2018

### ***Interests/Hobbies***

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- Field Hockey
- Basketball
- Tennis
- Coaching
- Travel

### ***Volunteer***

---

Boys and Girls Club – Harrisonburg, VA

- Interacted with students during their after-school program
- Helped students with homework in all subject areas
- Supervised different activities

Dr. Kelly Mancini Becker  
The University of Vermont

[REDACTED]

Burlington, VT 05401

[REDACTED] / [REDACTED]

To Whom It May Concern:

I am writing in support of Julia Goldman for a position at your school. I have known Julia for four years in a multitude of capacities. I have had her in courses, supervised her in field placements in schools, and most recently was her direct supervisor for her teaching internship. I have watched Julia develop and grow as an educator and know she will be a great addition to your school faculty.

Julia was a superstar in her recent field placement, which is a true testament to her perseverance, grit, knowhow, and skill. This senior practicum is very challenging. It requires a great deal of hard work for a sustained amount of time. Additionally, she had a mentor teacher that expected more from her than most. Julia rose to the occasion and not only produced a lot of exemplar lesson plans and work, but handled it professionally and thoughtfully. She developed and implemented an engaging science unit plan that included technology, hands on experiments, and was cross- disciplinary. It was a well-executed plan and demonstrates her ability to develop, plan, and implement high- quality instruction that meets the needs of her students.

Julia's professionalism was exemplar. She was always on time, worked well with her grade level team, attended to all professional responsibilities and was timely in her work. Most notable is the way Julia continued to improve as an educator. She took feedback well, reflected on it, and worked hard to make changes to her practice. I was most impressed with the way in which she improved her classroom management skills. She continued to try new strategies and was able to improved her abilities to manage the classroom as her student placement progressed. This reflective practice might be one of the most important for a new educator and will serve her well.

I am confident Julia will be an excellent addition to your school faculty. She is hard working, has a positive outlook and is developing as an effective educator. If you need any further information about her competency, please do not hesitate to reach out.

Sincerely,

Kelly M. Becker

March 4, 2019

To Whom it May Concern,

I am writing this letter of recommendation in support of Julia Goldman as she seeks a teaching position. I have known Julia as the instructor of two courses she has enrolled in at the University of Vermont. Julia is currently enrolled in one of my courses, Supporting the Needs of All Learners in the Inclusive classroom. Previously, I was Julia's supervisor in an elementary education practicum at a local elementary school. My position has allowed me to carefully observe Julia's teaching abilities as well as her coursework.

Julia is an engaging and dedicated individual with a passion for working with individuals with varying abilities. In the practicum placement Julia went beyond the course expectations and taught morning meeting and other whole group lessons on a regular basis. In addition, she carefully observed students so that she could personalize the support each student needed, going beyond just sitting next to them.

In the college classroom Julia is a ready participant in class. Working alongside peers in team settings to further one another's learning and complete collaborative projects. She is currently enrolled in a course where she is learning about supporting all students in the inclusive classroom setting. She actively participates in collaborative team time and is currently working on a semester long project to answer a group designed Assistive technology question. This course will also teach Julia how to develop an Individualized Education Plan (IEP).

Julia is always receptive to feedback, asking questions and adapting her practice and thinking.

Please contact me with any further questions.

Respectfully,

Jennifer Stratton, M.Ed.

College of Education & Social Services, UVM  
Special Education & Elementary Education programs









# EDMUNDS ELEMENTARY SCHOOL

## Home of the Mighty Timberwolves



Dr. Michelle B. Mathias  
Principal

[REDACTED] ~ Burlington, VT 05401  
[REDACTED] (Phone) ~ [REDACTED]

Trish Palmer  
Admin. Assistant

February 18, 2019

To Whom It May Concern:

I am writing to recommend Julia Goldman for an elementary teaching position. This Fall, Julia did her student teaching in my second grade classroom of 22 students at Edmunds Elementary in Burlington, Vermont. Children at Edmunds come from diverse socioeconomic and cultural backgrounds

From the onset, Julia's enthusiasm for learning helped to establish a classroom community of motivated learners. Julia used the Common Core Standards to design her lessons. She practiced a variety of teaching methods to accommodate the different learning styles and abilities in our classroom. Julia experienced adapting lessons to teach children with special needs, as well as English Language Learners. She practiced differentiating instruction so that all children were able to work independently and experience success. Julia integrated technology in the classroom to support and enrich student learning.

Julia has experience using assessments to continually monitor student progress and inform instruction (reading conference notes, exit tickets, running records, observations, pre/post test, etc.). She used reading conferences to understand individual student progress and to plan her mini-lessons and guided reading groups.

Julia is committed to supporting the social development of children. Our school uses the PBIS model. Julia's classroom management skills are founded on her caring and respectful relationship with children. She uses conversations to build a classroom culture of equity, risk-taking, intellectual effort, and respect. She strikes a balance between being open and friendly and being clear and consistent when the situation warrants. Her keen listening skills combined with her calm nature, allow her to diffuse conflicts easily. Julia has the good judgment and confidence to know how and when to interact with a child to prevent or de escalate a situation and encourage maximum learning time.

Julia has good communication and interpersonal skills. She collaborated with a team of EL teachers, interventionists, and special educators, planning and reviewing student work during our weekly Professional Learning Community meetings. Julia is ready to continue to hone her skills as a teacher in an elementary classroom.

Sincerely,

Janet Bellavance  
[REDACTED]

Brian Loughlin

██████████ Kingston, New York 12401

██████████-██████████

To whom it may concern,

As a graduating Spanish and Elementary Education major, I have a strong interest in pursuing a career in teaching. With teaching experiences throughout all of the primary grade levels, and my involvement with various extra curriculars, my background has made me a great fit for a career in schools.

My undergraduate career has given me the necessary preparation to be a successful and influential classroom teacher. I have had various placements in classes differing in grade and student size. I have also completed a semester long student teaching internship in a fourth grade classroom at the Integrated Arts Academy in Burlington, Vermont. I spent two weeks as the main classroom teacher in this class and planned and implemented a nonfiction writing unit spanning three weeks. I spent a lot of individual time with two English language learners in the class. This experience not only gave me the skills necessary to manage a successful classroom, it also solidified my passion for educating students of various ages and abilities.

My time as a substitute teacher in the Burlington School District has given me a multitude of experiences at different positions inside schools. This time has also allowed me to work on my adaptability and flexibility in a classroom management role. I have been able to work on my ability to modify plans daily to meet the needs of students. This opportunity continued my growth in classroom management and allowed me to apply various instructional strategies.

My experiences with elementary age students doesn't end in the classroom. I had the opportunity to travel to Southern Australia to coach an Under 13 boys lacrosse team. While not in a traditional classroom setting, the memories and lessons that I learned while working with the Woodville Lacrosse Club for six months were invaluable for me as an educator.

I believe that my background in both teaching and coaching would make me a great addition to your school. I am a hardworking and open-minded person and I strive to improve myself, and those around me everyday. This philosophy helps me and my students reach success not only as students, but also as individuals.

Thank you for your consideration,  
Brian Loughlin

14-00000  
14-00000

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## Colchester, Vermont

**Major:** Elementary

**GPA: 3.316**

**Credit Hours: 128**

Attended August 2014 to May 2018

Degree conferred May 2018

### Substitute Teachers

Jan 2019 - Present

**Supervisor:** Kelly Services [REDACTED]

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

It is **OK** to contact this employer

## Student Teacher

Aug 2018 - Dec 2018

**Supervisor:** Aurie Thibault ([REDACTED])

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

It is **OK** to contact this employer

- Dean's List Student

- Dean's List Student
- Northeast Ten Commissioner's Honor Roll for Student Athletes
- 3 year Saint Michael's men's lacrosse captain (2016-2017, 2017-2018, 2018-2019)
- Saint Michael's lacrosse teammate of the year (2018)
- Head boys lacrosse coach (Woodville lacrosse club, South Australia) (Summer 2018)

**Educational Experience:**

- Literacy Tutor: Saint Francis Xavier school (Spring 2017)
- Student Teacher: Integrated Arts Academy (Fall 2017)
- Substitute Teacher: Burlington School District (Spring 2019)

To whom it may concern:

My name is Aurelien Thibault and I have been a 4th grade classroom teacher at the Integrated Arts Academy in Burlington, Vermont for over 11 years. I worked with Brian directly when he was doing his student teaching in my room.

Brian will bring a great deal of knowledge, love, and passion to any school that is lucky enough to have him. Throughout my time working with Brian , I was always amazed at his professionalism and passion while working with some very challenging students. He will make a great addition to any school. He is an amazing community member, he works extremely hard, and most of all puts kids first. He comes to work extremely prepared and is capable of teaching any subject to a wide range of students. He is very good at teaching math and making accommodations to meet all students needs. It was an absolute pleasure to work with him and see the love he has for kids and this profession. I would highly recommend him for any teaching position.

Sincerely,  
Aurelien Thibault  
Integrated Arts Academy  
4th grade teacher

A black rectangular redaction box covering the handwritten signature of Aurelien Thibault.

Aurie Thibault

To Whom It May Concern:

I am writing to support Brian Loughlin for a teaching position at your school. I worked with him for two years. Brian is intelligent, committed and shows a capacity to improve his practice. I admire how hard he works and his attention to details.

I had Brian as a student in my professional methods course, Elementary Math Methods. The consistent quality that Brian brings to his practice is the ability to critically examine his own teaching, and to learn from the feedback of others. He showed intense focus toward improving his work – asking for additional help, working on optional assignments – in pursuit of making sure his work is as good as it can be. Brian is interested in serving all students, but pays particular attention to those students who struggle. When he creates lesson plans he knows how to differentiate for a variety of learners.

Brian is also persistent. We were learning about a math game involving fractions in class. It was a game involving fraction cards where a low score is best. I told the class that the record for this game was 12 cards. No one had gotten a lower score. At midnight that night I got a screen shot from Brian. He had managed to get a score of 11 cards. That record still stands. Brian is collaborative, and tries hard to be a good colleague. I can imagine him fitting in as a new faculty member, working well with parents, and making good use of professional development. Before becoming a college professor, I was the curriculum director in Barre, Vermont. In that capacity I was party to many hiring decisions. Had Brian been one of the candidates for a position in my district, I would have considered him a good prospect.

If you have any further questions regarding Brian's ability to be successful as an elementary teacher, please do not hesitate to contact me.

Professionally

John R. Tapper  
Associate Professor of Elementary Education  
Coordinator of the Elementary Education Program  
St. Michael's College



April 12, 2019

To Whom It May Concern:

I am writing this letter of recommendation for Brian Loughlin. He was employed by the City of Kingston Parks and Recreation Department for several summers as a senior lifeguard and a swimming lesson instructor. Brian works well with children, staff and adult patrons. His swimming lesson students enjoyed him as their teacher and were sad when he was in Australia and did not return for another year. He knows just how far he can push his students to help them succeed. Brian could follow lesson plans and create his own lesson plans to meet the goal of the swimming lesson program. Brian has a great reputation with the staff and patrons. He stayed calm under pressure and made appropriate decisions when he was senior guard in charge. I knew if I was unable to be on site that Brian could handle any situation that may have arouse. He is respectful, responsible and reliable. Brian would make a great asset to any school community. He is one of the employees I am sad to say has aged out of the summer employment program. If you have any other questions, please feel free to contact me at the above email address or by phone [REDACTED]

Sincerely,

Maryelizabeth Polacco,  
American Red Cross Certified Instructor City of Kingston Parks & Recreation Department  
Aquatics Coordinator at Andretta Pool

# preK-6 Principal

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Dear Superintendent Clark,

I recently heard about your search for a co-principal to support Grand Isle Elementary, Isle La Motte, and North Hero Elementary schools and I am writing to you today to express my interest in the position. I was especially drawn to the clear commitment these three schools have to meeting the individualized needs of students. I believe I have the necessary leadership skills and commitment to MTSS and accountability that you are looking for. I bring fourteen years of experience working in Baltimore City Public Schools, including seven years at the school level as a teacher and school administrator in addition to seven years as a district leader.

With capabilities in strategic leadership, systems development, addressing challenging parents, and promoting a safe learning environment, I have a proven education leadership record and a clear commitment to students. My experiences in Baltimore City would bring a diverse view point to these schools and I have experience with supporting many schools at once so I understand this unique challenge. I have been privileged to be involved in almost every aspect of education from academics and attendance to budgets, hiring, facilities, and even transportation. I am a problem solver and I love working through issues and helping come up with more efficient, ambitious, and/or effective solutions. This passion for problem solving extends into the classroom where I love working with teachers and administrators as they develop innovative lessons, investigate incidents, and build relationships. I enjoy reviewing student level data to identify trends as to what standards teachers may need to teach again, what location certain behaviors are happening in, or even which students may have multiple warning indicators that need to be addressed. On a side note, as part of my ambition for life-long learning I am passionate about reading, especially children's and young adult books. Last year for instance I read the 4th grade and 11th grade book lists in Baltimore City so I would know what our students were learning about.

Again, this position seems like an ideal fit for my background as I have experience in a wide variety of areas including climate, family and community relationships, logistics, fiscal management, data quality, and of course academics. I am a strong educational leader and am excited to lead and work in an environment that fosters creativity, innovation, and differentiated learning. I am planning to relocate to Vermont in summer 2019 to be closer to family and am very interested in talking with you about this position.

Thank you very much for your time,  
Amanda Ellison



# Amanda Ellison

[REDACTED] Baltimore, Maryland 21218  
[REDACTED] [REDACTED]

## Education

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### Johns Hopkins University

Baltimore, Maryland

Master of Public Health

**Major:** Public Health

Graduated May 2011

Degree conferred May 2011

### Johns Hopkins University

Baltimore, Maryland

Master of Arts in Teaching

**Major:** Secondary Science

Graduated, dates not provided

### Muhlenberg College

Baltimore, Pennsylvania

Bachelor of Science

**Major:** Biology & Theatre

Graduated, dates not provided

## Experience

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### Baltimore City Public Schools

Mar 2017 - Present

Director - Student & School Operations Support

Baltimore, MD

see resume

**Reason for leaving:** currently employed

**Supervisor:** John Davis [REDACTED]

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

It is OK to contact this employer

### Baltimore City Public Schools

Nov 2011 - Mar 2017

Executive/Special Assistant

Baltimore, MD

see resume

**Reason for leaving:** promotion

**Supervisor:** Karl Perry, Gregory Thornton, Jónathan Brice [REDACTED]

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

It is OK to contact this employer

**Baltimore City Public Schools - Academy for College and Career Exploration** Jul 2006 - Jun 2011

Internship & Technology Coordinator, Teacher  
Baltimore, MD  
see resume

**Reason for leaving:** looking for district leadership experience

**Supervisor:** Ivor Mitchell [REDACTED]

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

It is **OK** to contact this employer

**Baltimore City Public Schools - Northwestern High School**

Aug 2004 - Jun 2006

Teacher  
Baltimore, MD  
see resume

**Reason for leaving:** changing schools

**Supervisor:** Sharon Kanter [REDACTED]

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

It is **OK** to contact this employer

***Girl Scout Leader***

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As a life long Girl Scout, I co-lead a troop of girls ranging from Kindergarten (Daisy level) to 10th grade (Senior level) and every level in between. As a girl I participated in Girl Scouts for the entire period I was eligible and I earned both my Silver and Gold Awards (the highest award in Girl Scouting) and I hope to share the leadership skills I gained with the girls in my troop here in Baltimore City.

# Amanda Ellison

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## SUMMARY

Demonstrated ability to manage, analyze, plan, develop, and implement problem solving outcomes. Professional, high-energy, flexible, creative, and customer service oriented. Diversified skill sets covering training development, human services, data analysis, budgeting & finance, and project management. Strong customer support skills with the ability to lead as well as work as part of a team.

## EXPERIENCE

### **Baltimore City Public Schools, Mar 2017-present**

- **Director – Student and School Operations Support**

Directed and supervised team of operational specialists that support schools in areas ranging from climate, attendance, and suspension work to crisis management and leadership and operational development. Oversaw and managed district-wide summer preparation process to prepare all 172 schools for opening in the new school year. Project managed multi-departmental school closure process while working closely with school Principals to support throughout the process. Work to address the barriers experienced by students and staff to ensure schools can address the whole child. Designed the strategic plan for the re-organization of the department. Coordinated with internal and external stakeholders to ensure operational project completion. Oversaw contract development and approvals. Set up data review process and communication strategies with other departments and schools.

### **Baltimore City Public Schools, Nov 2011-Mar 2017**

- **Executive/Special Assistant**

Appointed to support Chief of Schools during a previous district re-organization in 2017. Appointed to support Chief School Supports Officer to organize and create the new School Supports department in 2015. Throughout all roles, was authorized to act on behalf of cabinet level officers. Maintained operational continuity by successfully directing office processes during periods of management change. Developed and balanced annual departmental budget of \$6-10 million. Wrote and implemented grants including a multi-year \$5 million safety initiative. Supervised teams in a variety of roles and activities. Developed and implemented educational programs including budget training. Directed department-wide initiatives including professional development, hiring, and comprehensive presentations. Provided executive support with a demonstrated ability to improvise, improve procedures, and meet deadlines. Planned and coordinated meetings and logistical support activities for department teams. Directed and analyzed research, academic data, and informational management on a school and district level. Led hiring process and develop curriculum for new hires.

### ***Academy for College & Career Exploration, Baltimore City Public Schools, Jul 2006-Jun 2011***

- **Internship & Technology Coordinator, Jul 2007 - Jun 2011**
- **Teacher: Principles of Technology, Jul 2006 - Jun 2007**

Placed 100% of 11<sup>th</sup> grade internship students in locations throughout the city based on interest, interview, and completion of the career training. Led career seminars and discussion groups preparing students for 21<sup>st</sup> century skills. Organized hiring process and

conducted interviews for potential new team hires. Directed data collection and analysis for testing guidelines, attendance, grading, and classroom improvement.

Developed and implemented technology curriculum. Coordinated technology including Blackboard, grant planning, and computer support. Organized school wide student involvement including productions for elementary students. Developed and implemented a three-year plan to upgrade technology needs.

**Teach for America / Northwestern High School, Baltimore City Public Schools,  
Aug 2004 - Jun 2006**

- **Teacher: Biology, Physics, & Principles of Technology**

Served as a member of a national service corps who commit to teach at least two years in an under-resourced urban public school. Developed and implemented curriculum for grades 9-12 in biology, physics and principals of technology.

## **EDUCATION**

*Towson University, Towson, MD 21252*  
**Administrator I Certification**, August 2013

*Johns Hopkins School of Public Health, Baltimore, MD 21205*  
**Masters of Public Health (MPH)**, May 2011

*Johns Hopkins University, Baltimore, MD 21218*  
**M.A. Teaching (MAT)**, Secondary Science Certification, May 2006

*Muhlenberg College, Allentown, PA 18104*  
**B.S. Biology & B.A. Theatre**, Graduated with Honors, May 2004

## **SKILLS & PROFESSIONAL DEVELOPMENT**

Proficient in Microsoft Office Suite.  
Experienced in STATA, SPSS, Adobe Create Suite 4 (Design Premium),  
Abode Acrobat, Adobe Elements Premiere, Quicken, HTML, and Blackboard.  
Membership in Maryland Public Health Association & ASBO.

## **LEADERSHIP ACTIVITIES**

**Girl Scout Troop Leader Troop 2439, Girl Scouts of Central  
Maryland, Baltimore, MD 21218, 2012 – present**

Led multi-level Girl Scout troops with girls from kindergarten to tenth grades. Managed troop cookie orders and monetary collection and oversaw financial learning through cookie sales. Planned long range goals including support for girls working towards their Silver Award. Organized work towards badges, especially with a focus in outdoor skills. Assisted with volunteer activities and troop goals to promote Girl Scout values.

## **CERTIFICATIONS**

**Professional Educator License (Level I)** Principal and Secondary Biology, *Vermont Agency of Education*, 2019-present

**Advanced Professional Certificate (APC)** Admin I and Secondary Biology - *State of Maryland Educator Certificate*, 2006-present

**Certification in Public Health (CPH)** - *National Board of Public Health Examiners*, 2012-2014

*References available upon request*

# BALTIMORE CITY PUBLIC SCHOOLS

**Catherine E. Pugh**  
*Mayor, City of Baltimore*

**Cheryl A. Casciani**  
*Chair, Baltimore City Board of  
School Commissioners*

**Dr. Sonja Brookins Santelises**  
*Chief Executive Officer*

March 4, 2019

To Whom It May Concern,

I am writing to recommend Amanda Ellison for an educational leadership position. I have known Amanda for just over 18 months, during which time she reported directly to me. We have worked closely in the Schools Office on many district projects and I highly recommend her to your organization.

Specifically, Amanda is the Director of Student and School Operations Support where she has a team of twelve managers who report to her. I have known Amanda to be hard-working, knowledgeable, and thoughtful about the work. Her team comes from a variety of backgrounds, including principals, assistant principals, social workers, and consultants. She has worked successfully at bringing them together to effectively support schools in everything from emergencies to day-to-day activities. Amanda meets with her team regularly and maintains a respectful atmosphere even when team members disagree. She understands the importance of maintaining team moral and motivation, while being willing to hold those difficult conversations at the team or individual level when necessary.

Amanda brings a great deal of knowledge about how schools work, including the challenges of working with teachers and front office staff members. She has dealt with tasks ranging from preparation for a quinquennial state review to addressing individual parent concerns not resolved at the school level. She oversees the closing of schools, requiring her to work closely with individual principals, secretaries and other staff members to insure maintenance of student academics while managing the difficult task of closing the facility.

With her support team and other district offices, Amanda analyzes all types of data to identify trends and determine priorities for the work. This data review can range from bullying to enrollment to budgeting. Amanda and I worked closely on the annual school preparation process during the summer to prepare school opening in September. This past year, she worked with the many district offices to help them move towards a data driven model resulting in one of the most open and transparent readiness processes for the district team ever. Throughout this project, she smoothly handled the tasks required to work with an array of offices and individuals, as well as keeping everyone informed of the important upcoming deadlines.

Last year, Amanda also had the responsibility of developing our office budget. She was able to share a historical perspective since I was new to the district, especially related to the reoccurring budget cuts that our office had been addressing for years. She worked closely with team members in our department as well as other departments to make both creative and difficult budget decisions. In that budget, her team lost a position, but together we were able to develop a plan to ensure the current level of support would be maintained. She always made sure to follow the district policies (and the law), and was able to meet the department goals even in a challenging financial landscape by working with other departments such as Title I.

I strongly recommend Amanda Ellison. She will make an excellent leader for any district or organization. If you have further questions, please do not hesitate to reach me at [REDACTED] or at [REDACTED].

Sincerely,



John Davis  
Chief of Schools – Baltimore City Public Schools

# BALTIMORE CITY PUBLIC SCHOOLS

**Catherine E. Pugh**  
*Mayor, City of Baltimore*

**Cheryl A. Casciani**  
*Chair, Baltimore City Board of  
School Commissioners*

**Dr. Sonja Brookins Santelises**  
*Chief Executive Officer*

To Whom It May Concern:

It is a pleasure to provide a reference for Amanda Ellison who I have known and admired for the past seven years. We have been colleagues as directors in Baltimore City Schools. In my role as the director of Home and Hospital/Health Services I have found her to be a dedicated, competent, conscientious employee who always goes the extra mile. She cares deeply about children and parents and has always worked diligently to be certain that any impact she could have on their lives would be maximized. Because of her many talents she has risen rapidly into ever more challenging and significant assignments. In her present assignment, she has responsibility for schools and principals in the entire Baltimore City School system with its 176 schools and 82,000 students. She willingly accepts extra assignments and always completes them in an effective, timely manner. Among the assignments she has accepted are managing the school readiness process, managing the closing schools project and managing the implementation of the school choice process. She has impeccable computer skills and has become a leader in the implementation of our new (and complicated) data system.

I would whole heartedly recommend her for an executive leadership position. She is incredibly bright, innovative, creative and resourceful. In her years with City Schools, she has developed superior management skills, effective leadership skills and the ability to always get the job done. She is never too busy or too challenged to smile and be pleasant and has been a tremendous asset to City Schools—your gain will be our loss!

*Louise L Fink*

Louise L Fink PhD

Director: Home and Hospital/Health Services

# BALTIMORE CITY PUBLIC SCHOOLS

**Catherine E. Pugh**  
*Mayor, City of Baltimore*

**Marnell A. Cooper**  
*Chair, Baltimore City Board of  
School Commissioners*

**Dr. Sonja Brookins Santelises**  
*Chief Executive Officer*

To Whom It May Concern:

It is an absolute pleasure to compose this letter of recommendation for Amanda Ellison. When I became Chief School Supports Officer for Baltimore City Public Schools, our Chief Executive Officer identified Amanda as my Special Assistant. Whereas I did not know her well at that time, I now hold Amanda Ellison in high esteem because of her incredible work ethic, attention to detail, commitment to improvement, and ability to build bridges with multiple stakeholders. Thus, I respectfully offer my recommendation without reservation.

Amanda has been instrumental in the development of the School Supports Office through knowledge and skills gained in previous roles as well as her positive character traits and “*get it done*” mindset. School Readiness is one of the larger assignments in our office and I purposefully delegated this process to Amanda. In this capacity, Amanda leads regular meetings of cabinet as well as department representatives to ensure that each of our 181 schools are ready to open for students on the first day of school. Amanda coordinates the timely collaboration of everything from staffing, building repairs, enrollment, schedules, and supplies. Amanda must employ multiple leadership styles to complete the multi-month process, and our schools and students are better because she has been at the helm the last few years.

Leading large scale projects such as School Readiness assumes a tremendous amount of trust in Amanda’s skills and judgement. To further build on the trust I have in Amanda, I have delegated many smaller projects and office administrative responsibilities. For example, I trust Amanda to handle the grants that come through our office. This includes the vetting, assembling a team to write, and managing the team through implementation. One of the more recent grants was the FY15 Comprehensive School Safety Grant from the National Institute of Justice in which the system was granted almost \$5 million in partnership with Johns Hopkins, University of Virginia, and Shephard Pratt Health Systems. I also trust Amanda to work with multiple stakeholders to develop new policies to support schools and students. Recent work includes a broad range of topics including our updated athletic policy, cell phone policy, and sex offender policy. Furthermore, the trust I have for Amanda is also demonstrated in the fact that she is an acting signature authority for our department and represents the office frequently at cabinet level meetings.

Amanda Ellison will have a profound and positive impact in her future professional pursuits. I attest that she leads well from her position, engages others to be solution-oriented, and will overcome challenges with grace.

Please don’t hesitate to contact me if I can be of further assistance. I can be reached at [REDACTED] or at [REDACTED]

Sincerely,

*Karl E. Perry*

Karl E. Perry  
Chief School Supports Officer  
Baltimore City Public Schools