

As of February 20, 2018

**If calling from outside BSD, please dial 864-2159 and select the appropriate extension
If calling from within BSD please dial only the extension below.**

HR STAFF

**Kathy Mathis, HR Operations Manager
Jessica Brooks, Hiring & Leave Coordinator
Rich Cormier, Employee & Labor Relations Manager**

**Chris Celotto, Schools Hiring Coordinator
Karl Tremblay, Hiring & HR Data Manager
Nikki Fuller, Esq.,
Senior Director, HR & Equity Affairs**

New Employees/ Orientation

Contact

Extension

Email

New Employee Orientation/Onboarding

Chris Celotto
Karl Tremblay
Kathy Mathis

71702
71707
71704

ccelotto@bsdvt.org
ktrembla@bsdvt.org
kmathis@bsdvt.org

Background Checks/Fingerprinting

Rich Cormier

71706

rcormier@bsdvt.org

Hours: Tues. 8-11am ; Thurs 1:30 - 4:30pm

TBD

TBD

TBD

Badges

Chris Celotto
Karl Tremblay

71702
71707

ccelotto@bsdvt.org
ktrembla@bsdvt.org

Hours: Mon 2-4pm ; Wed. 2-4:30pm ; Fri 9-1pm

Licensing

Kathy Mathis
Rich Cormier
Nikki Fuller

71704
71706
71701

kmathis@bsdvt.org
rcormier@bsdvt.org
nfuller@bsdvt.org

Hiring Process

Requisitions to Post, Postings, Job Pool Certification, Interview Teams, Closing Posting, Hire Process: Classification, Salary, Contract, Onboarding, Employee Exit, Resignation, Retirement

Chris Celotto
71702 ccelotto@bsdvt.org
Responsible for the following:

Karl Tremblay
71707 ktrembla@bsdvt.org
Responsible for the following:

Jessica Brooks
71708 jbrooks@bsdvt.org
Responsible for the following:

School/Department

School/Department

School/Department

BHS
BTC
Ontop/Horizons
Champlain
EES
EMS
Flynn
Hunt
IAA
SA

Extracurricular
Food Services
Afterschool
EEE
Grants
SPED Office hiring
Business Office

Nurses
Property Services
Curriculum
Bilingual Liaisons

	Smith		
	Contact	Extension	Email
New Positions (executive council)	Kathy Mathis	71704	kmathis@bsdvt.org
Reclassification Requests	Kathy Mathis	71704	kmathis@bsdvt.org
Job Descriptions	Kathy Mathis	71704	kmathis@bsdvt.org
	Jessica Brooks	71708	jbrooks@bsdvt.org
Consent Agenda	TBD	TBD	TBD
	Kathy Mathis	71704	kmathis@bsdvt.org
Medical Leaves and Wellness	Contact	Extension	Email
Workers' Comp / Claims	Jessica Brooks	71708	jbrooks@bsdvt.org
FMLA, MEDICAL LEAVES ONLY	Jessica Brooks	71708	jbrooks@bsdvt.org
Employee ADA accomodation requests	Jessica Brooks	71708	jbrooks@bsdvt.org
	Nikki Fuller	71701	nfuller@bsdvt.org
Unemployment Claims	Rich Cormier	71706	rcormier@bsdvt.org
	Nikki Fuller	71701	nfuller@bsdvt.org
Sick Bank Requests	Jessica Brooks	71708	jbrooks@bsdvt.org
Wellness	Jessica Brooks	71708	jbrooks@bsdvt.org
Employee Relations	Contact	Extension	Email
Contract Revisions	Karl Tremblay	71707	ktrembla@bsdvt.org
	Chris Celotto	71702	ccelotto@bsdvt.org
	Jessica Brooks	71708	jbrooks@bsdvt.org
Tuition Reimbursement--Teacher/Paraeducators	Karl Tremblay	71707	ktrembla@bsdvt.org
Tuition Reimbursement--Non-Teacher	Karl Tremblay	71707	ktrembla@bsdvt.org
Lateral Moves	Kathy Mathis	71704	kmathis@bsdvt.org
Teacher/ Para Substitute Services (Kelly Services)	Kathy Mathis	71704	kmathis@bsdvt.org
	Nikki Fuller	71701	nfuller@bsdvt.org
Leave Requests (Non-Medical)	Kathy Mathis	71704	kmathis@bsdvt.org
Principal substitute requests	Kathy Mathis	71704	kmathis@bsdvt.org
Employee recognition program	Kathy Mathis	71704	kmathis@bsdvt.org
Conflict Resolution/Mediation	Rich Cormier	71706	rcormier@bsdvt.org
	Nikki Fuller	71701	nfuller@bsdvt.org
	Kathy Mathis	71704	kmathis@bsdvt.org
Resignation	TBD	TBD	TBD
	Kathy Mathis	71701	kmathis@bsdvt.org
Golden Handshake	Jessica Brooks	71708	jbrooks@bsdvt.org
	Kathy Mathis	71704	kmathis@bsdvt.org
Employee Exit Surveys	Kathy Mathis	71704	kmathis@bsdvt.org
Labor Relations:	Contact	Extension	Email
Seniority Reports	Karl Tremblay	71707	ktrembla@bsdvt.org
Master Agreement Interpretation/Questions (District)	Nikki Fuller	71701	nfuller@bsdvt.org
	Rich Cormier	71706	rcormier@bsdvt.org
Grievances	Nikki Fuller	71701	nfuller@bsdvt.org

	Rich Cormier	71706	rcormier@bsdvt.org
Negotiations	Nikki Fuller	71701	nfuller@bsdvt.org
	Rich Cormier	71706	rcormier@bsdvt.org
Discipline/Performance/Termination (Administrator Support)	Nikki Fuller	71701	nfuller@bsdvt.org
	Rich Cormier	71706	rcormier@bsdvt.org
Record Management and Retention	Contact	Extension	Email
Employee review/copy personnel file (by appointment)	Rich Cormier	71706	rcormier@bsdvt.org
Evaluations (to be placed in files)	Kathy Mathis	71704	kmathis@bsdvt.org
TalentEd™ Recruit & Hire Support	Kathy Mathis	71704	kmathis@bsdvt.org
	Chris Celotto	71702	ccelotto@bsdvt.org
TalentEd™ Records Support	Karl Tremblay	71707	ktrembla@bsdvt.org
Equity Affairs	Contact	Extension	
Deputy Title IX Coordinator (students)	Henri Sparks	865-4168	hsparks@bsdvt.org
Deputy Title IX Coordinator (adults)	Rich Cormier	71706	rcormier@bsdvt.org
Title IX Coordinator	Nikki Fuller	71701	nfuller@bsdvt.org
ADA Coordinator (Students)	Laura Nugent	864-8456	lnugent@bsdvt.org
ADA Coordinator (Adults)	Jessica Brooks	71708	jbrooks@bsdvt.org
Harassment/Discrimination Complaints (Employees)	Nikki Fuller	71701	nfuller@bsdvt.org
	Rich Cormier	71706	rcormier@bsdvt.org
	Kathy Mathis	71704	kmathis@bsdvt.org
Harassment/Discrimination Complaints (Students)	Henri Sparks	865-4168	hsparks@bsdvt.org
Other Complaints & Investigations	Rich Cormier	71706	rcormier@bsdvt.org
Equal Employment Opportunity Questions (EEOC)	Nikki Fuller	71701	nfuller@bsdvt.org
	Rich Cormier	71706	rcormier@bsdvt.org