

HUMAN RESOURCE SERVICES DIRECTORY

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
Orieta Glozheni, Administrative Assistant

Chris Celotto, Schools Hiring Coordinator
Karl Tremblay, Hiring & HR Data Manager
Nikki Fuller, Esq., SHRM-SCP
Executive Director, HR & In-House Counsel

New Employees/ Orientation	Contact	Extension	Email
New Employee Orientation/Onboarding	Chris Celotto	71702	ccelotto@bsdvt.org
	Karl Tremblay	71707	ktrembla@bsdvt.org
	Kathy Mathis	71704	kmathis@bsdvt.org
Background Checks/Fingerprinting	Rich Cormier	71706	rcormier@bsdvt.org
Hours: Tues 8-11am; Thurs 1:30 - 4:30pm	Orieta Glozheni	71701	oglozhen@bsdvt.org
Badges	Orieta Glozheni	71701	oglozhen@bsdvt.org
Hours: Mon 2-4pm; Wed. 2-4:30pm; Fri 9-1pm	Chris Celotto	71702	ccelotto@bsdvt.org
Licensing	Kathy Mathis	71704	kmathis@bsdvt.org
	Rich Cormier	71706	rcormier@bsdvt.org
	Nikki Fuller	71701	nfuller@bsdvt.org
Hiring Process	School/Department	School/Department	School/Department
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:
	BHS	Extracurricular	Nurses
	BTC	Food Services	Property Services
	Ontop/Horizons	Afterschool	Curriculum
	Champlain	EEE	Multilingual Liaisons
	EES	Grants	
	EMS	SPED Office hiring	
	Flynn	Business Office	
	Hunt		
	IAA		
	SA		

	Smith		
	Contact	Extension	Email
New Positions (executive council)	Kathy Mathis	71704	kmathis@bsdvt.org
Reclassification Requests	Kathy Mathis	71704	kmathis@bsdvt.org
	Nikki Fuller	71701	nfuller@bsdvt.org
Job Descriptions	Jessica Brooks	71708	jbrooks@bsdvt.org
	Kathy Mathis	71704	kmathis@bsdvt.org
Consent Agenda	Orieta Glozheni	71701	oglozhen@bsdvt.org
	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
	Nikki Fuller	71701	nfuller@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
	Kathy Mathis	71704	kmathis@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
	Rich Cormier	71706	rcormier@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
	Rich Cormier	71706	rcormier@bsdvt.org
Principal substitute requests	Orieta Glozheni	71701	oglozhen@bsdvt.org
	Kathy Mathis	71704	kmathis@bsdvt.org
Employee recognition program	Orieta Glozheni	71701	oglozhen@bsdvt.org
Conflict Resolution/Mediation	Rich Cormier	71706	rcormier@bsdvt.org
	Nikki Fuller	71701	nfuller@bsdvt.org
	Kathy Mathis	71704	kmathis@bsdvt.org
Resignations	Karl Tremblay	71707	ktrembla@bsdvt.org
	Kathy Mathis	71701	kmathis@bsdvt.org
	Chris Celotto	71702	ccelotto@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
	Chris Celotto	71702	ccelotto@bsdvt.org
	Rich Cormier	71706	rcormier@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
	Kathy Mathis	71704	kmathis@bsdvt.org
Evaluations (to be placed in files)	Orieta Glozheni	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	Email
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	jbrosks@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