

Memorandum

To: Dr. Gail Conley, Superintendent
From: Vicki Wells, Non-voting Chair, Cornwall Principal Search Committee
Date: 5/29/2013
Re: Recommendation of Candidates

The Cornwall Search Committee has met several times over the past few weeks to select, interview and recommend to you, candidates to be considered for the position of principal. The committee began with an initial pool of 28 applicants.

- 1 candidate withdrew prior to any consideration by the committee
- 13 candidates were selected for consideration; 1 applicant withdrew at this time
- 5 candidates were selected for interviews
- 1 withdrew late Friday as he was offered, and he accepted, a position elsewhere
- 4 candidates were interviewed

After thoughtful consideration and discussion on the part of the committee, members agreed to recommend Susan Hackett to you.



Gail Conley < gconley@addisoncentralsu.org >

tentative schedule

Gail Conley < gconley@addisoncentralsu.org >
Draft

Tue, May 28, 2013 at 2:40 PM

Tuesday, June 4th
Principal Candidate Visitation
Schedule

Time	Class/Group
8:30	1 st grade
9:00	2 nd grade
9:30	Susan – kitchen
9:50-10:10	Fran – PE
10:15	3 rd grade
10:45	5 th grade
11:15	Kindergarten
11:45	Lunch in the Library – Linda K. Lynda B., Judy, Marci, Jane, Donna
12:15	Meet with Denise
12:45	6 th grade
1:15	4 th grade
2:00	Classroom teachers

3:00-4:30 With Community/Parents

Dinner

6:30-8:30 Second session with Community/Parents

Susan M Hackett

5 Reynolds St Proctor, Vermont 05765
802-779-3789 jshackett9685@aol.com

Education

University of Hartford

West Hartford, Connecticut

Sixth Year

Major: Educational Leadership

Attended January 1998 to May 2001

Degree conferred May 2001

Central Connecticut State University

New Britain, Connecticut

Master of Science

Major: Reading/Language Arts Consultant

Attended September 1986 to May 1993

Degree conferred May 1993

Central Connecticut State University

New Britain, Connecticut

Bachelor of Science

Major: Elementary Education, **Minor:** Psychology

Attended September 1977 to December 1981

Degree conferred December 1981

Castleton State College

Castleton, Vermont

Postgraduate Coursework

Major: Leadership Classes

Credit Hours: 8

Did not graduate, dates not provided

Experience

Rutland Town School

Reading Intervention Teacher

Rutland Town, VT

Additional Responsibilities:

- Member District Supervision & Evaluation Committee
- Member Building Literacy Committee

Aug 2012 - Present

Clarendon Elementary School

AfterSchool Site Coord., RTI & Principal Sub

Aug 2010 - Present

North Clarendon, VT

Site Coordinator, After School Program:

- Oversee the development and implementation of the After School Program which includes high quality academic and enrichment components
- Establish and maintain positive communication with members of the school staff regarding student needs and aspects of all after school programs
- Develop and facilitate partnerships with teachers and volunteers to provide activities for all students
- Supervise staff and monitor budget

Additional Responsibilities/Positions:

- Principal Substitute
- Clinical Supervisor for Student Teacher from Western Governors University
- Substitute Teacher Coordinator
- Recording Secretary for CES, MRU & RSSU School Boards
- Mentor Coordinator
- Core Member of team for the implementation of Act I, a comprehensive statewide approach to the prevention of child sexual abuse

Response to Intervention Teacher, grades 4-6 - 2010-2011:

- Assessment of students to determine needs in reading & writing
- Communication with classroom & special education teachers
- Plan & implement lessons for intervention groups
- Monitor and adjust lessons based on both formative and summative assessments
- Maintain reports for both parents and teachers
- Share teaching strategies for implementation at Tier I level
- EST

Additional Responsibilities:

- Member of Writing Committee
- Member of Battle of the Books Committee
- Member Supervision & Evaluation Committee
- Initiate and facilitate After-School Response to Intervention Literacy Program for Grades 1 & 2
- Prepare & implement Title I Parent Meeting to address literacy
- Facilitate In-Service workshop for teachers to analyze NECAP Reading Achievement and implications for instruction

Plymouth School District

Aug 2009 - Jul 2010

Principal

Plymouth Elementary School

Manage & Oversee All Aspects of Elementary School:

- Disseminate information between state and local education agencies
- NECAP Testing Coordinator & Administrator
- Curriculum Consultant in Language Arts, assess students, work with teachers to implement Best Practices
- Scheduling; Special Events, Field Trips, Junior Ski Program, Community Projects, Substitute teachers, Para-educator assignments, Volunteers, Bus times
- Supervise and Evaluate staff
- Building Maintenance; order supplies, look after physical building needs & security
- Maintain School Budget; Review invoices, payroll

- All school office work; first aid, filing, receptionist
- EST
- IEP / LEA

Building Bright Futures

Aug 2007 - Mar 2009

Regional Director
Middlebury, VT 05753

- Lead a regional change process to ensure programs and partners work together for the well-being of the community's youngest population
- Develop and Implement Regional Plan addressing State Outcomes & Indicators to benefit the needs of the Early Childhood Community of Addison County
- Facilitate Regional Building Bright Futures Council
- Disseminate State Legislation and Department of Education information
- Communicate with various stakeholders concerning the health, care and education of young children and their families in Addison County
- Maintain budget
- Write & Review grants

Committee Work:

- State Level:
- Co-Chair- Public Engagement Committee
- County Level:
- Chair- Building Bright Futures Council of Addison County
- Member Professional Development Committee
- Board Member -People of Addison County Together

Special Training:

- Results-Based Accountability
- Frameworks

School Spring
System Trainer
South Burlington, VT

Sep 2008 - Present

University of Vermont

Aug 2006 - Jun 2007

Clinical Professor & Consultant

Burlington, VT

Clinical Professor, Language Arts Consultant for Bridging Project - University of Vermont, Vermont Reads Institute.

Lecture/teach pre-service teachers at the junior & senior level

Consult in 2 Bennington Elementary Schools in all areas of Language Arts grades three through six:

- Model lessons
- Professional Development, workshops, meetings & observations
- Communicate with teachers, staff, supervisory union administration & Bridging Project supervisors
- Facilitate Steering Committee to address literacy needs of particular schools

Sunderland Elementary School

Jul 2005 - Jun 2006

Principal (K-6)

Sunderland, VT

- Initiated and facilitated implementation of K-3 Literacy Plan as part of School Action Plan
- All School Reading Challenge- worked with students, parents and teachers to connect reading to Home and School
- Trained teachers in various areas of Language Arts- DRA Administration & Analysis, NECAP Strategies, GLE Alignment
- Helped organize Professional Learning Communities for student success
- Developed Discipline Procedures Handbook

Special Training:

- Responsive Classroom
- Professional Learning Communities
- NLCB Overview- Strategies to Raise Adequate Yearly Progress in Vermont- January 2006
- NECAP Standards Setting - January 2006
- NECAP Test Coordinator Training - September 2005
- Skillful Teacher 2006

Professional Committees:

- BRSU Leadership Team
- BRSU Writing Study Group
- EST
- IEP / LEA

Harwinton Consolidated School, Region Ten Schools

Sep 2001 - Jun 2005

Reading/Language Arts Consultant (K-5)

Harwinton, CT

- Oversaw all Language Arts Programs Elementary Level (570 students)

- Supervised and evaluated four teaching assistants and one intern for the purpose of Guided Reading Assistance in grades k-2, and Comprehension Support grades 3-5
- Staff Development in all areas of Language Arts
- Facilitated Study Groups, before and after school
- Beginning Teacher Mentor through State of CT's BEST Program
- Maintained data base of student progress, to inform instruction
- Disseminated Connecticut Mastery Tests for implementation of best practices
- Served on State and Local Committees for Language Arts Curriculum & Instruction
- Trained and oversaw parent volunteers for writing assistance in classrooms

Special Training:

- BEST Portfolio Assessor State of CT - July 2002
- BEST Teacher Mentor State of CT - July 2002, July 1997
- Understanding By Design - June 2002 - Curriculum writing based on the work of Grant Wiggins & John McTighe
- Wilson Language Overview - May 1999
- SAT (Student Assistance Team) - Spring 2000
- Microsoft Technology Workshop (Power Point, Excel)
- Columbia Writing Project

Professional Committees:

- District Language Arts Committee
- District Leadership Committee
- District Early Literacy Team
- Student Assistance Team
- Crisis Intervention Team
- Gifted and Talented Selection Committee
- Connecticut Reading Association Conference Committee

Professional Memberships:

- Northwest Reading Council- Co-President 2002-2003
- CT Reading Council Conference Committee 2002-2005

New Hartford Schools

Aug 1998 - Jun 2001

Reading/Language Arts Consultant

New Hartford, CT

- Oversaw all Language Arts Programs Grades K-6 (600 students)
- Supervise TLC (Teaching for Literacy Competence) Early Intervention Reading Program (2 schools)
- Developed K-3 Literacy Plan
- Connecticut Mastery Test Coordinator Grades 3-6

Professional Committees:

- Language Arts Task Force Chairperson
- Curriculum Coordinating Council
- K-12 Curriculum Council, Schools of Regional District #7
- Student Assistance Team & Pupil Placement Team

Supervisor: Tim James, Superintendent, Orange CT (203-891-8020)
Experience Type: Public School, Full-time
It is **OK** to contact this employer

Lake Garda School, Region Ten Schools
Teacher, Grade 3
Burlington, VT

Aug 1995 - Jun 1998

Harwinton Consolidated School

Teacher
Harwinton, CT
Teacher, Talented & Gifted Program, grades 4, 5 & 6 - two years
Teacher, Grade 2 - six years
Teacher, Early Intervention Reading Program-Based on Reading Recovery Model, grade 1 - two years

Aug 1985 - Jun 1995

Saint Joseph College

Adjunct Professor
West Hartford, CT
Taught certification track Masters' students, Reading & Language Arts courses

Jan 2003 - Dec 2004

Supervisor: Joanne Cunard (860-231-5337)
Experience Type: Independent School, Part-time
It is **OK** to contact this employer

Region #10 Schools

Director/Lead Teacher
Burlington, CT
Summer Literacy Program for students in kindergarten and grade 1

Jun 2003 - Aug 2003

Community Service

- United Way Allocations Committee, Rutland County - 2012
- Board of Trustees, Proctor Free Library - 2011
- Mentor, Proctor Elementary - 2009-2010
- Committee to Establish a Food Shelf/Pantry in West Rutland, VT- 2010

- Everybody Wins! Reading Mentor, Mary Hogan School, Middlebury, VT- 2009
- Reading Lunch Buddy, Northwest Primary School, Rutland, VT- 2007

Professional Memberships

- Vermont Principals' Association
- International Reading Association
- Association for Supervision and Curriculum Development
- National Association for the Education of Young Children
- Toastmasters International

Additional Classes & Training

PBIS Training Workshop - VTPBIS - March 2012

iPad Training Workshop - VPA - Fall 2011

Castleton State College, Castleton, VT:

- Identifying Essential Standards, Working With The Common Core - Winter 2011
- School Community Relations - Summer 2008
- School Finance - Summer 2004