



Pierce Electric  
PO BOX 144  
St Johnsbury, VT 05819

May 15, 2023

## **Twinfield School Lighting Project**

### **Scope of Work:**

#### **Direct Replacement**

- Furnish and install LED retrofit kits to 562 fluorescent fixtures
- Disposal of existing ballast and bulbs
- This quote is for a one-to-one direct replacement of all fluorescent fixtures with LED retrofit kits

**TOTAL:      \$76,870.00**

### **Scope of Work:**

#### **Converting to 2 x 2 fixtures**

- Furnish and install 123 strip light LED retro fit kits (will be installed in all strip lights that are in rooms without suspended ceilings)
- Furnish and install 375 2x2 flat panel LED lights (will replace all 2x4 and 2x2 trough lights and strip lights in rooms with suspended ceilings)
- Existing wiring will be used wherever possible
- Lights will have dimming capability in the fixture however low voltage wire that is not included in this proposal would need to be run
- All switching will be reused
- Disposal of old fixtures and bulbs
- Supporting all fixtures with required wire support
- Furnish and install 2-foot ceiling grid T and 2x2 tile for all 2x4 light fixtures being replaced with 2x2 fixtures

**TOTAL: \$75,460.00**

**NOTE: Due to the national fluctuation of material and cost of goods, all quoted prices are valid for 30 days. After 30 days the price will need to be quoted again.**

## Admin Assistant Position Change?

Currently, we have a position that is part admin assistant and part para educator. The current breakdown is 5 hours admin assistant and 1.75 hours para educator. Their duties currently include the list below.

Bus notes
Bussing runs
answering office for drivers who are on bus routes
Phones
Covering office staff as needed (including lunch & breaks)
Newsletter
Emails
Assisting nurse

What has been added throughout the year due to a change in staffing was specifically transportation which has required more and more time. A huge need in school counseling support has been requested which could easily be covered by an admin assistant by changing and increasing time in the contract. The additional tasks and needs are below.

### **Bussing Change:**

- Monitoring Bus A.M/ P.M routes
- Busing for Sports
- Drivers for bussing runs, field trips
- Updating Calendar & Website

### **Counseling Support Needed:**

- Finding & Scheduling
  - College Visits
  - College Fairs
  - Job Fairs
  - CVCC
- People to speak on important issues for juniors/seniors
  - Suicide Awareness
  - Mental Health Awareness
  - Domestic Violence
  - Sexual Assault (MOSIAC)
  - Substance Abuse
  - Bullying & Harassment
- Scheduling Appointments for Melissa (students, staff, programs)
- Student Class Scheduling
- Student Transcripts

- Scheduling and Helping facilitate
  - Friend Groups
  - Mental Health Groups
  - Periodic Grade Level SEL (Social Emotional Learning)

With these changes, adjusting the contract from 5 hours of admin assistant and 1.75 paraeducator to 8 hours admin assistant would change the 1.75 hours already assigned and increase the contract by 1.25 hours.



Mark Tucker - CCSU &lt;mark.tucker@ccsuvt.net&gt;

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## VSA Information Request - May 10, 2023

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Julie Regimbal <Julie.Regimbal@mvdschools.org>  
To: Chelsea Myers <cmyers@vtvsa.org>  
Cc: Mark Tucker <Mark.Tucker@ccsuvt.net>

Wed, May 10, 2023 at 2:55 PM



### EXPECTATIONS FOR CELL PHONES AND OTHER ELECTRONIC DEVICES

For many of us, the use of cell phones has become a way of life; a convenience that can help us manage tasks, stay connected to others, and have access to important information. Unfortunately, over the course of the last several years we have also seen the negative impact that cell phones have created within our school environment. The use of cell phones and subsequent student access to social media during the school day has become a distraction, interruption, and a method of engaging in unhealthy communication and interactions with others. Cell phone notifications during class, text messaging, and the temptation for students to engage in non-academic tasks through the use of their phones regularly takes away from the valuable time needed for instruction and most importantly, student learning.

Missisquoi Valley Union Middle and High School is a  
**cell-phone free learning environment for all students.**

During the hours of instruction **(8:08-2:36), all student cell phones will be required to be turned off and secured out of sight**, either in a backpack, pocket, or locker. Of course, the best security for the cell phone is to leave it home, as the school will not be responsible for any lost, stolen, or damaged devices.

We encourage your family to discuss this plan prior to the beginning of the school-year and answer any questions that your child(ren) may have. While we recognize that cell phones can be a tool for safety and security, they can also be a detriment in the event of a building emergency and our protocol to manage such emergencies in a safe and effective manner. Parents are urged to utilize the school phone to relay any messages that may be urgent in nature to their child. We will make every attempt to relay important information to your child and communicate issues in a timely manner.

[Quoted text hidden]