

Orange East Supervisory Union

Creating learning communities where students are engaged and successful.

NEWSLETTER

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Superintendent's Message

Emilie Knisley

In this month's edition we are paying special attention to the folks that work day in and day out to make things in our office run smoothly. There are many administrative tasks required to run an organization of this size. I am grateful each and every day for the work of these individuals. We could not do this without them!

Administrative Support

Sherry Hoyt, Executive Assistant



Sherry is the Executive Assistant at OESU. This is her 10th year with us; one year she served as the HR Coordinator. Prior to coming here, she was in the St. Johnsbury School District for 28 years. Lots of changes were seen during her time there.

Some of her duties here at OESU are:

- Assist superintendent and assistant superintendent
- Ensure teachers have appropriate licensure
- Complete state and federal reporting
- Provides support to the five school boards of OESU
- Policy (with a goal of having all complete by the end of this year...good to dream big")

In her spare time, she enjoys spending time with her family, she enjoys the outdoors and thanks to COVID, is walking a couple of miles every day! Sherry enjoys walking the beach, kayaking and snowshoeing. Her greatest love is her 6 grandchildren and being a "kid" with them! She's

not sure when she will meet Hazel who was born on January 2nd but there is a trip to North Carolina in her future! She is also expecting another grandchild in Maine at the end of May.

Elizabeth "Liz" Kingsbury, Student Services Administrative Assistant



Liz started working at OESU as the student services administrative assistant in July 2019. Before coming to OESU she worked as the administrative assistant at Bradford Elementary school for six years.

Some of Liz's responsibilities:

- Assisting the director of student services
- Helping prepare the annual service plan
- Time study documentation
- Ordering
- Transportation
- As well as many state reporting requirements.

Outside of work Liz enjoys hiking, running, watching her children play sports and bringing her dogs to their family pond.

Terri Pierson, Medicaid Clerk



Terri has been working at the SU level since July 2016 and prior to that worked at WRVS for 22 years as a Special Education Secretary and Medicaid Assistant. Terri's current responsibilities include generating Medicaid reimbursement for medically-related services provided to eligible students across the SU per their Individualized Education Program.

Terri consistently receives flawless reviews from her regularly scheduled Medicaid audits. In Terri's free time, she enjoys spending time with family and exploring the backroads of Vermont. Terri's absolute favorite place is Lake Willoughby in Westmore, Vermont.

Ashley Thompson, Receptionist, Human Resource/BusinessOfficeAssistant



Ashley Thompson is a Human Resources Assistant, Payroll Assistant, and Receptionist at Orange East Supervisory Union. Ashley joined the Orange East in August of 2020. Prior to starting at OESU, Ashley recently graduated from Vermont Technical College with her

Bachelors of Science in Business Technology and Management.

A typical day for Ashley consists of answering the phones, directing callers to the appropriate person, assisting the Human Resource Director and Business Manager, and processing payroll, accounts payables, and bank reconciliations as necessary.

Outside of Orange East, Ashley likes to spend time camping, watching her boyfriend race, hanging out with friends and family, and being outdoors.

Jessica Chase, Grants Management Assistant

Jessica started working at OESU as the Grants Assistant part-time in January. She is a Bradford resident with two children that attend BES. Before coming to OESU she was an occasional substitute at BES.



Jessica's position at OESU is to assist the grant manager with all documentation tasks for the Consolidated Federal Program required for compliance regulations including: preparing invoices; micro-purchase procurement; accounting tasks related to investment spending; necessary documentation for contracted vendors, stipends and professional development.

Some of Jessica's interests include, watching her kids play sports, walking, crafting, swimming and spending time with friends and family.

