

Rochester School Board
Regular School Board Meeting
City Council Chambers
July 13, 2017

AGENDA

- I. Roll Call and Pledge of Allegiance
- II. Reading of Records of the Previous Meetings: Regular School Board meeting of June 8, 2017
- III. Superintendent’s Report and Communications
- IV. Public Comment
- V. Committee Reports – Standing Committees
 - A. Building Committee
 - 1. Review of the July 6, 2017 meeting
 - B. Instruction Committee – June 22nd meeting cancelled
 - C. Personnel Committee
 - 1. The Committee recommends the Board approve the following 2017-18 Department Head nominations:
 - Karen Good Art
 - Jason Eberl & Robert Nienhouse CTE
 - Susan Westfall..... English
 - Karen McDermott Guidance
 - John Vasalle & Karrie Brady Mathematics
 - Joanne Houston District Music
 - Sheila Colson District Physical Education
 - Marilyn Shepardson & John Duplinsky Science
 - Frederick Apt Social Studies
 - Stacey Partridge Special Education
 - Lee Sims..... World Language
 - Adam Black Guitar Club Co-Advisor
 - Warren Buzzell Guitar Club Co-Advisor
 - Mark Sampson Guitar Club Co-Advisor
 - Paul Bois Tennis Varsity (G) Coach
 - 2. The Committee recommends to the Board for second reading and adoption the 21st Century Community Learning Center Program Director job description.
 - 3. The Committee recommends to the Board for first reading and review the School Counselor job description as amended.
 - 4. The Committee recommends the Board approve the termination of employment of JD, Para-Educator.
 - 5. The Committee recommends the Board approve the 2017-18 Administrator nomination of Bryan Kelliher, Bund Carlson Academy Principal.

- 6. Review of the July 6, 2017 meeting.
- D. Special Services Committee – June 22nd meeting cancelled
- E. Finance Committee
 - 1. The Committee recommends the Board approve the stipend requests for Karrie Brady and Shannon Caron in the amount of \$1,500 each for Master Scheduling.
 - 2. Review of the July 6, 2017 meeting.
- F. Discipline Committee – No meetings were held in June
- G. Policy Committee – June 22nd meeting cancelled
- VII. Committee Report – Special Committees
 - A. 5-Year Strategic Plan Committee
 - 1. Review of the June 29, 2017 meeting.
- VIII. Old Business
- IX. New Business
- X. Other
- XI. Non-Public
- XII. Adjournment

Rochester School Board
Regular School Board Minutes
June 8, 2017
City Council Chambers

DRAFT

Members Present:

Mr. Paul Lynch, Chair
Mr. Thomas J. Jean
Ms. Julie Brown
Mr. Raymond Turner
Mr. Robert Watson
Mr. Thomas O'Connor
Mrs. Amy Malone
Mrs. Karen Stokes
Mrs. Audrey Stevens
Mrs. Jennifer Bryant
Mr. Matthew Pappas

Members Absent:

Mr. Travis Allen
Ms. Nichole Gupta

Also Present:

Mr. Michael Hopkins, Superintendent
Mr. Kyle Repucci, Asst. Superintendent
Ms. Linda Casey, Business Administrator
Ms. Marilyn Martell
Atty. Jerome Grossman
Guests & Public

Mr. Lynch called the meeting to order at 7:00 p.m. on a roll call with a quorum present. Members participated in the pledge of allegiance.

Last Minutes Mr. Jean moved, second by Mrs. Bryant, the Board approve the minutes of the May 11, 2017 Regular School Board meeting and May 15, 2017 AREA Board meeting. The motion carried unanimously.

Superintendent's Report

Retirees Retirees were acknowledged, amongst applause, for their years of commitment and service to the students and families in Rochester. Paraprofessionals: Deborah Head, Sandra Averill, Betty McCrillis, and Rosemary Liberty. Teachers: Judith Goodnow, Gregory Riley, Linda Burks, Mary Glidden, Debra Marcotte, Janet Nickless, Donna Ackerman, George Ackerman, Raymond Poliquin, Dorothy Sylvia, Tina Amorim, Karen Muzzey, Karen Carignan, Donna Gagnon, and Judith Robbins. Administrators: Kathy Dubois and Robin Brown.

Student Spotlight Mr. Kyle Repucci, Assistant Superintendent with Ms. Tracy Mitropoulos, CTE Business Teacher acknowledged Liam Sullivan, FBLA Co-President for his skills and leadership in marketing and social media that has helped our FBLA Chapter succeed. Liam competed and won first place at the State Leadership Conference, he will be attending the National FBLA Competition in California next month.

Staff Recognition Mr. Kyle Repucci, Assistant Superintendent of Schools introduced May employee of the month recipients: Mrs. Karen Muzzey, Grade 1 Teacher at Maple Street Magnet School; Mr. Ken Daynard, Grade 8 English Teacher at Rochester Middle School; Mr. George Ackerman, Science Teacher at Spaulding High School; and the District OG Scholars: Bonnie Varney-Lachance, Sarah Frazer, Deb LaValley, Kaleigh Lemieux, Alison Neri, Dianne Moses, Elizabeth Weeks, Lisa Harrison and Linda Davis

Top 10 Seniors Mr. Hopkins attended the first Top Ten Graduates Breakfast at SHS. The top ten graduates were recognized for their accomplishments; parents were invited to attend and each student invited one teacher who had an impact on them. It was a

special moment for everyone in attendance. Thanks was extended to Mrs. Claudia Watson, Guidance Counselor for taking the time to write the bios for each of these students.

- Upcoming Events
- Monday, June 12th at 6:00 p.m RCE Graduation at SHS Auditorium
 - Wednesday, June 14th at 6:30 p.m. BCA Graduation at the Opera House
 - Friday, June 16th at 6:30 p.m. SHS Graduation at the SHS Hugo Bolin Field
(*Board members wanting to be seated on the stage should plan to meet around 6:00 p.m. in front of the Community Center.*)

Graduates will be going out to visit RMS and their elementary schools on June 15th; the tour begins at 10:45 a.m.

Student Senate

Mr. Lynch on behalf of the School Board presented a token of appreciation and thanks to the Student Senate Co-Presidents, Emily Benson and Taylor Gauthier for being outstanding students and role models to their peers.

Spaulding High School Student Senate Report

Ms. Emily Benson, Student Senate Co-President reported that there was a successful spirit week at SHS the week of May 22 through 26. The Music Department is holding their annual banquet on June 11 where the students who participated in band are recognized for their commitment throughout the year. Pre band camp in preparation for this upcoming year's Band Show will begin on August 10th. Baseball will have their semifinal playoff game this Friday at 7:00 p.m. at SNHU, come cheer on our Raiders! Our lady Raiders made it all the way to the semifinals and lost a tightly fought game to Bedford yesterday. Unified Volleyball made it to the semifinals, but lost a hard fight against Dover. The Meet of Champions for outdoor track was recently held, with Spaulding sending seven athletes! In addition, this weekend because of their incredible performance at the Meet of Champions, Brooke Clooney and Marina DiPrizio will be competing in the New England track meet. Jeremy Lang was named to the 1st team All-State for Boys Lacrosse; and Cal Connelly was named the 2016 Athlete of the Year by the Rochester Athletic Association. FBLA is attending Nationals! They are sending a total of 5 students to Anaheim, California to compete – good luck.

This past Saturday and Sunday, ROTC cadets completed in silence the 14-mile Bataan Death March honoring American POWs from 1942; a total of seven miles were completed per day. Scholarship Night was a huge success with an incredibly generous total of \$170,000 having been given out to graduates going great places. All School Awards was on June 1st where students received awards from their teachers commemorating the outstanding job they did in class.

This summer's reading was given out on June 5 to very excited students! Today there was an amazing Top 10 Breakfast organized by the administration that recognized the top ten graduates and their accomplishments. The students were asked to choose and recognize a teacher that has impacted them, with teachers from all areas of study and passions. This was a very successful event that will be continued for years to come.

The Drama club acted out a Bullying presentation today for an audience of over 700 students. They did an amazing job.

There will be another summer retreat in August that is in the works. Project Graduation will commence right after graduation where the newest alumni will go to Blitz Air Park and the Works for a night of fun and lots of junk food. Baccalaureate, a non-denominational celebration will commence this Sunday at 1:00 pm in the Spaulding Auditorium, and our very own Alex Inman will be serving light snacks.

This year's senior trip is an overnight trip with stops at Six Flags and Brownstone Adventure Park. We would like to thank the school board for allowing us the opportunity to have an overnight. Graduation is being held next Friday June 16.

That is the end of my last Student Senate Report. I would like to take a moment and thank each and every one of you, because even though I may have never spoken a word to you, you have always supported me, even if it is just with a reassuring smile or look. I've never been entirely comfortable with speaking in front of people or for a camera, but over the past years thanks to this amazing opportunity I don't absolutely hate it anymore. I know that your job is difficult and that even though you know you can't please everyone, you still try. This school board has first and foremost been for the kids and I hope that the relationship between the students and the school board continues to blossom and expand. I love my school, and even though I may be ready to leave I know I will miss it. I will miss what we have built through hard work. So I ask that as the years continue and graduating classes come and go, the relationship between the students, the teachers, the administrators, and the school board continues to grow and Spaulding continues to become a better school. Thank you for bearing with me when I spoke too fast and stumbled over my words, but my time has come and I'm ready for my next adventure. Thank you Mrs. Bryant – wished Emily well on her endeavors. Appreciates the monthly reports and what is going on at Spaulding – thank you for representing Spaulding well!!

Public Comment None

Committee Reports

Building Committee:
No action required.

Instruction Committee:
PD Master Plan Mr. Watson moved, second by Mr. Pappas, the Board approve the 2017-2022 Professional Development Master Plan. The motion carried unanimously.

Personnel Committee:
Retirement Mrs. Bryant moved, second by Ms. Brown, the Board accept the resignation for retirement purposes of Linda Gelinas, Library Para-Educator. The motion carried unanimously.

Resignations Mrs. Bryant moved, second by Mrs. Stevens, the Board accept the following resignations:

Robyn Armstrong Mathematics Teacher
Rebecca Comeau.....Pre-school Para-Educator
Gino Harmon Custodian
Matthew Johnson Entry Level PC Technician
Jacqueline McKenney Special Education Teacher
Nadia Penot..... NH SS/HS Program Assistant

Alissa SheingPre-school Para-Educator
Kayla Reeves Elementary Teacher

The motion carried unanimously.

Termination Mrs. Bryant moved, second by Mrs. Stevens, the Board approve the termination of employment of AFP, Para-Educator. The motion carried unanimously.

Nominations Mrs. Bryant moved, second by Mr. O'Connor, the Board approve the 2016-17 nomination of Johanna Trudeau, Para-Educator. The motion carried unanimously.

Mrs. Bryant moved, second by Ms. Brown, the Board approve the 2017-18 Administrator nomination of Michele Halligan-Foley as the Career and Technical Education Director for the SHS – RW Creteau Technology Center. The motion carried unanimously.

Mrs. Bryant moved, second by Mrs. Stevens, the Board approve the following 2017-18 Teacher nominations:

Laura Hogan World Language-French Teacher
Brianna Martin.....Special Education Teacher
Rhonda CampbellSpecial Education Teacher

The motion carried unanimously.

Department Heads Mrs. Bryant moved, second by Ms. Brown, recommends the Board approve the following 2017-18 Department Head nominations:

Shara HughesSpeech/Language Department Head
Nancy Graham Nursing Co-Department Head
Stephanie McSharry..... Nursing Co-Department Head
Kelly Borish.....Occupational Department Head

The motion carried unanimously.

Curriculum Advisors Mrs. Bryant moved, second by Mr. O'Connor, recommends the Board approve the following 2017-18 Middle School Curriculum Advisor nominations:

Amy Boyd..... Unified Arts
Braden Ott..... Grade 8 Science
Sara Boyle..... Grade 8 Science
Elizabeth Gouzoules-WaltonGrade 8 Social Studies
Lea Marshall Grade 8 English
Scott Prieto..... Grade 8 Math
Elizabeth MacMillan..... Grade 8 Math
Thomas Muzzey..... Grade 7 Science
Kelly GrayGrade 7 Social Studies
Bailey DangoraGrade 7 Social Studies
Annah Kelley Grade 7 Math
Jennifer Andrews Grade 7 English
Cheryl Hanscom Grade 6 English
Allen Spader Grade 6 Science
Curtis Lalonde..... Grade 6 Social Studies

Sara Toussaint..... Grade 6 Math
Jennifer Doherty Special Education

The motion carried unanimously.

Extended School Year Mrs. Bryant moved, second by Ms. Brown, the Board approve the following
Middle School Extended School Year nominations:

Jamie Thomas Coordinator/Teacher
Adam Black Teacher
Katherine Grace Teacher
Karen Merrill Teacher
Jennifer Andrews Teacher

The motion carried unanimously.

Special Ed ESY Mrs. Bryant moved, second by Mr. O'Connor, the Board approve the following
Special Education Extended School Year nominations:

Courtney Clairwood..... Teacher
Gail Corey..... Teacher
Robert Kelley Teacher
Susan Goodman Teacher
Melinda Hussey Teacher
Travers Desjardins Teacher
Daniel Saucier..... Teacher
Kimberly Barham Teacher
Robert Desjardins Teacher
Kimberly Terry Teacher
Lauren Gray Speech
Elaine Paula Nurse
Christie LeClair..... OT
Valerie Knowles OT
Ann Casey-Leahy OT
Shara Hughes Speech
Cheryl Wisminiti..... Teacher
Maryann Leahy Teacher
Amy McNulty Teacher
Kimberly Terry Teacher
Suzanne Thomas Para-Educator
Jennifer Burke-Guptill Para-Educator
Laurie Thibault Para-Educator
Tammy Kane Para-Educator
Kathy Stone Para-Educator
Jody Bousquin Para-Educator
Gwen Laurent Para-Educator
Marilyn Hartford..... Para-Educator
Victoria Reynolds Para-Educator
Corrine Briggs..... Para-Educator
Shelley King Para-Educator
Madeline Sexton Para-Educator
Caroline Langelier Para-Educator
Chelsea Newcomb Para-Educator
Deanie Cleveland..... Para-Educator

Amanda Rowell Para-Educator
 Victoria Jenkins Para-Educator
 Eryn Aubin..... Para-Educator
 Staci Sanborn-Benjamin Para-Educator
 Patricia LaCharite Para-Educator
 Geraldine Cook Para-Educator
 Jilla Beatty Para-Educator
 Margaret Lacroix Para-Educator
 Theresa Riordan Para-Educator
 Elisabeth Laurent Para-Educator

The motion carried unanimously.

Resignation Mrs. Bryant moved, second by Mrs. Stokes, the Board accept the Extra-Curricular resignation of Hanna Lavoie, Varsity Cheering Coach. The motion carried unanimously.

Extra/Co-Nominations Mrs. Bryant moved, second by Ms. Brown, the Board approve the following Extra/Co-Curricular nominations:

Zoe Jost Drama Middle School
 Kristen Sturtevant Drama Middle School Assistant
 Adam Black Guitar Club Co-Advisor
 Warren Buzzell Guitar Club Co-Advisor
 Mark Sampson Guitar Club Co-Advisor
 Paul Bois Tennis Varsity (G) Coach

The motion carried unanimously.

Job Description The Committee recommends to the Board for first reading and review the 21st Century Community Learning Center Program Director job description.

Retirement Mrs. Stevens moved, second by Mr. O’Connor, the Board accept the resignation for retirement purposes for Gayle Lemoyne, Second Cook/Cashier. The motion carried unanimously.

Resignation Mrs. Stevens moved, second by Mr. Pappas, the Board accept the following resignations:

Lee Ann Francis Para-Educator
 Jill Panteledes Para-Educator
 Kelsey Stouffer Alternative Pathways Mathematics Teacher

The motion carried unanimously.

Nomination Mr. O’Connor moved, second by Mr. Pappas, the Board approve the following nominations:

Brittany Baxter Special Education Teacher
 Heather Beardsworth Science Teacher
 Trisha Ferioli Science Teacher
 Kevin McNair Special Education Teacher
 Jeffrey Thompson Custodian

The motion carried unanimously.

Special Services Committee:

- Culinary Club Mrs. Stokes moved, second by Mr. Watson, the Board approve establishing a Culinary Club as a sanctioned Spaulding High School Club Activity. The motion carried unanimously.
- Ads on Scoreboard Mrs. Stokes moved, second by Mr. O'Connor, the Board approve advertisements being placed on wind screens affixed to the football field fence in addition to the advertisements placed on the gym scoreboards. The motion carried unanimously.

Finance Committee:

- Chromebooks Mr. Lynch moved, second by Mr. Watson, the Board approve moving forward with developing a means for students and faculty to purchase Chromebooks at the bid price approved for CDW-G. The motion carried unanimously.
- SPC Contract Mr. Lynch moved, second by Mrs. Stokes, the Board approve the five-year contract with Specialized Purchasing Consultants Corporation (SPC) for copiers and printers in the amount of \$190,594.78 yearly; and authorizing the Superintendent to execute the tax-exempt lease purchase (attached). The motion carried unanimously.
- 21st Century Grant Mr. Lynch moved, second by Mr. O'Connor, the Board approve and accept funding for the 21st Century Community Learning Center Grant at Rochester Middle School. The motion carried unanimously.
- OBM Forms Mr. Lynch moved, second by Mr. Pappas, the Board authorize the following individuals to sign OBM Form 1, Form 2, Form 4, and contracts approved by the Rochester School Board: Michael L. Hopkins, Superintendent of Schools; Kyle M. Repucci, Assistant Superintendent of Schools; and Linda Casey, Business Administrator. The motion carried unanimously.
- Stipend Mr. Lynch moved, second by Mrs. Stevens, the Board approve the stipend request for Raymond Pillsbury in the amount of \$1,600 for New Teacher Orientation work; Title IIA funded. The motion carried unanimously.
- Extra/Co-Curricular Mr. Lynch moved, second by Mrs. Stevens, the Board approve the re-alignment of Extra/Co-Curricular stipends for the 2017-18 school year. The motion carried unanimously.

Discipline Committee:

Ms. Brown moved, second by Mrs. Stevens, the Board accept the Committee's recommendations as set out in the backup* regarding the case heard at the May 16, 2017 meetings. The motion carried unanimously.

**(In accordance with the federal FERPA, 20 U.S.C. §1232 (g) the backup materials are not part of the publicly available minutes.)*

Policy Committee:

- Second Reading Mr. O'Connor moved, second by Mr. Pappas, the Board approve second reading and review of policy, BBF-E1, Ethics Policy Statement. The motion carried unanimously.
- Mr. O'Connor moved, second by Mrs. Stokes, the Board approve second reading and review of policy, BCB, Board Committees and Structure. The motion carried unanimously.

Mr. O'Connor moved, second by Mr. Pappas, the Board approve second reading and review of policy, BCD, Board-Superintendent Relationship. The motion carried unanimously.

Mr. O'Connor moved, second by Mrs. Stokes, the Board approve second reading and review of policy, BCF, Advisory Committees to the Board. The motion carried unanimously.

Mr. O'Connor moved, second by Mrs. Stokes, the Board approve second reading and review of policy, BCG, School Attorney. The motion carried unanimously.

First Reading

The Committee recommends the following policies to the Board for first reading:

- BDA-1, Broadcasting/Taping of Board Meetings Televising Rochester School Board Meetings
- BDDC, Agenda Preparation and Dissemination
- BDDG, Minutes
- BDDH, Public Participation at Board Meetings

Old Business

None.

New Business

Retirees

Mr. Pappas commented on the total number of years of service for the retirees honored this evening. It speaks volumes to the dedication of the educators in our district. We are lucky to have staff committed to working towards educational goals and supporting students and families.

Other

None.

Non-Public Session

Motion PL/TJ

Mr. Lynch moved, second by Mr. Jean, the Board enter non-public session at 7:56 p.m. in accordance with RSA 91-A:3 II (a) to discuss the dismissal, promotion, compensation or disciplining of any public employee. The roll call vote as follows:

YES: Mr. Pappas, Mr. Lynch, Mrs. Bryant, Mr. O'Connor, Mrs. Stokes, Mr. Turner, Ms. Brown, Mr. Watson, Mrs. Stevens, Mrs. Malone, Mr. Jean

NO: None

Public Session

Mr. Jean moved, second by Ms. Brown, the Board re-enter public session at 8:06 p.m. The motion carried unanimously.

Adjournment

Ms. Brown moved, second by Mrs. Bryant, to adjourn the meeting at 8:07 p.m. The motion carried unanimously.

Respectfully submitted,

Michael L. Hopkins
Board Secretary

VOTE TO BE ADOPTED
Rochester School District
Rochester, New Hampshire

Voted: The Superintendent of Schools is authorized to execute and deliver a tax-exempt lease purchase agreement with M.S.T. Government Leasing, LLC in the name and on behalf of the **Rochester School District** (the “Issuer”), for the purpose of refunding and refinancing existing lease purchases of photocopier equipment and lease purchasing additional new and reconditioned photocopier equipment, any service agreements specifically financed in connection with certain equipment, consulting fees, and related costs of issuance, with an aggregate purchase price not exceeding **Six Hundred Twenty Thousand Two Hundred Twenty Dollars and Thirty-Nine Cents (\$620,220.39)**, at a rate of interest of not more than **3.090%** per year through **August 1, 2022**, and otherwise in such form as the Superintendent may approve; and that the appropriate officials of the Issuer be and hereby are authorized to execute and deliver on behalf of the Issuer such other documents and certificates as may be required in connection with such tax-exempt lease purchase agreement; and that no part of the proceeds of said tax-exempt lease purchase agreement shall be used, directly or indirectly, to acquire any securities or obligations, the acquisition of which would cause the tax-exempt lease purchase agreement to be a “private activity bond” or an “arbitrage bond” within the meaning of Sections 141 and 148, respectively, of the Internal Revenue Code of 1986, as amended (the “Code”); and that the tax-exempt lease purchase agreement issued pursuant hereto be designated as a qualified tax-exempt obligation within the meaning of Section 265(b)(3)(B) of said Code; and that the Superintendent be and hereby is authorized to covenant on behalf of the Issuer to file any information report and pay any rebate due to the United States in connection with the issuance of said tax-exempt lease purchase agreement, and to take all other lawful actions necessary to insure that the interest portion of the rental payments under and pursuant to the tax-exempt lease purchase agreement will be excluded from the gross income of the owners thereof for purposes of federal income taxation and to refrain from taking any action which would cause such interest portion of the rental payments to become includable in the gross income of the owners thereof. The School Board of the Issuer also authorizes the Superintendent of Schools to sign the attached Contract with Specialized Purchasing Consultants, Inc. relating to acquisition of photocopying equipment for the Issuer and authorizes the Superintendent of Schools to make any elections under the Contract not exceeding the aggregate purchase price of this authorizing Vote.

**Rochester School Board
Building Committee Minutes
School Department Board Room
July 6, 2017
6:00 PM**

DRAFT

Members Present:

Mrs. Audrey Stevens, Chair
Ms. Nichole Guptel
Mr. Thomas J. Jean

Members Absent:

Mrs. Jennifer Brown
Mr. Paul Lynch

Also Present:

Mr. Michael Hopkins
Ms. Linda Casey
Mr. Richard Bickford
Mr. David Totty
Ms. Julie Brown
Mr. Robert Watson

The meeting was called to order at 6:09 p.m. with a quorum present.

Mr. Jean moved, second by Ms. Guptel, to approve the minutes of the June 1, 2017 meeting as written. The motion carried unanimously.

Facilities Update / Summer 2017 Projects

Mr. Richard Bickford, Facilities Director, reviewed several of the summer projects throughout the district that the Facilities Department will be working on. Meridian is currently working on the fire suppression and fire alarm upgrades at SHS, the project is on target to finish before the start of school. Last year money was budgeted for rubber stair treads at SHS; that project is well underway. The SHS Gym will be repainted through donations of paint from Lowe's and Sherwin Williams. On Monday, county workers will be coming for two weeks, focusing on painting hallways at the high school. Gonic School window replacements have been ordered, timeline is a three week install. Nancy Loud School has had a problem with adult traffic during school, on foot and cars; the crew will be installing a couple short sections of fencing.

MSMS upstairs restroom getting a facelift. RMS – Family Consumer Science classroom is being developed with one of the kitchen areas. Some of the cabinets and sinks that are being removed will be used in other locations within the district. Work is being done to address an acoustical issue in the cafeteria, with new ceiling tiles. Several other projects will be ongoing throughout the summer (see list attached).

Honeywell Project – Mr. David Totty, HVAC & Systems Technician provided an update and review of work completed and ongoing related to the Honeywell Energy Project. Computer power management has been deployed in a number of PC's throughout the district; installation of walk-in refrigerators and freezer controls in all units; rooftop equipment at RMS has all been replaced and is up to code; transformer replacement has been completed at RMS and is 75% complete at SHS.

Duct work is being done to ensure climate control in the office areas, CIC Space and nurses' room. Energy efficient hot water heaters have been installed at five schools; new venting in the Kindergarten classroom at Gonic will ensure no issues with low temperatures this school year. The oil tank at Nancy Loud School is going to be removed; lower costs of gas will be great savings. The oil tank is a 1995 install.

Mr. Bickford also indicated that parking lot striping will be started in a few areas. The Buildings & Grounds crew will be doing the work instead of sub-contracting that out. Will be angle parking behind the Middle School. Dave McKenney and guys have been going around working on areas of lawns that have had excessive use. A proposal will be brought to the next meeting for lawn maintenance. A local paver has been given list of areas where patches are needed. When he is in an area paving, he will provide patches at schools.

Ms. Brown asked if there was any way to improve detection at the back of Gonic School; she expressed concerns with vandal's ability to do graffiti with ladders. Mr. Hopkins responded that cameras will be redirected or another one added.

Update on HVAC

Mr. Hopkins provided an update regarding HVAC. CTE has begun reaching out to companies for support with CTE programs. Eastern Propane is one of the companies that came forward, they have some great plans to offer courses to students. They are working closely with Dave Totty and Richard Bickford. At this point they do not have any hard drawings, they want to create a living environment (house-frame structure) to get feel for working in the field. Solutions were found that would not be heavily impacted when renovations take place. They are designing floor plan and project for implementation, needs to be approved by planning department.

Joint Building Committee

Mr. Hopkins reported that the Mayor appointed six Council Members to serve on the Joint Building Committee. Mr. Lynch will appoint six School Board members to serve on the committee. The first meeting of the Committee has not yet been established; anticipate it will be scheduled before the end of July. The first task for the JBC is to select a construction manager; moving quickly will enable us to go out to bid by February, for significant cost savings. Once the CM is hired, plans can be finalized and we can move forward. If you are interested in serving on the JBC let Mr. Lynch know.

ADA Update for Maple Street Magnet School

Mr. Hopkins has been in conversation with the OCR, letter is done but not yet received. Once the letter is received there may be options of how to address ADA Compliance. After receipt of the letter from OCR, the Board has 90 days to make a decision of how we will be moving forward. All details will be reviewed and presented upon receipt of the letter.

Other - none

Public Comment - none

Adjournment

Mr. Jean moved, second by Ms. Guptel, to adjourn the meeting at 6:39 p.m. The motion to adjourn carried unanimously.

Respectfully submitted,

Mrs. Audrey Stevens, Chair

Summer 2017 Projects

| | |
|-----------------------------------|---|
| Spaulding High School | Fire suppression upgrades Fire alarm upgrades Rubber stair treads and risers throughout Gym wall painting Gym floor refinishing Sink/cabinet installed in science room Hallway painting--County workers (2 weeks of labor) |
| Gonic School | Window replacement |
| Nancy Loud School | New fence in playground Oil Tank removal (part of the Honeywell project) |
| Maple Street Magnet School | Bathroom facelift second floor – floors, sinks, mirrors |
| Rochester Middle School | Create classroom space in FCS room Add 2 sinks to room 111 Café ceiling replacement (under review)) Gym floor repair |
| William Allen School | Teacher's room sink installation |
| McClelland | Install glass window between office and lobby Drainage repair |
| Chamberlain Street School | Install glass window between office and lobby (under review) Drainage repair |
| District wide | Honeywell Energy Project – transformer replacement, building envelope, DHW Everhot replacement, , new VAV boxes in RMS Admin area. VAV (<i>variable air volume</i>) Parking lot striping Lawn restorations Classroom moves Paving repairs: SHS, TECH, WAS, McC, RMS Fibar (mulch under playground equipment) Street/driveway shoulder repairs using reclaimed paving provided by DPW Ongoing general repairs |
| Maintenance Trainings | Implement new waxing system and floor care procedures. Seminar – Best Practices – Microfiber Cloths and Mopping Tools. Seminar – Asbestos Awareness |

Rochester School Board
Personnel Committee Minutes
School Department Board Room
July 6, 2017

DRAFT

Members Present:

Mrs. Audrey Stevens, Vice-Chair
Ms. Julie Brown
Ms. Nichole Guptel (6:03 pm)
Mr. Robert Watson (appointed)

Members Absent:

Mrs. Jennifer Bryant

Also Present:

Mr. Michael Hopkins
Ms. Linda Casey
Mr. Thomas J. Jean
Guests

Mrs. Stevens, Vice-Chair, called the meeting to order at 6:00 p.m. Members participated in the pledge of allegiance.

Ms. Brown moved, second by Mr. Watson, to approve the minutes of the June 1, 2017 Personnel Committee meeting. The motion carried unanimously.

Ms. Brown moved, second by Mr. Watson, to recommend the Committee accept the following resignations:

| | |
|------------------------------|------------------------|
| Crystal Bailey | Para-Educator |
| Karrah Buzzard..... | Para-Educator |
| Sonya Cusack McCafferty..... | Mathematics Teacher |
| Carla Dearborn | Guidance Counselor |
| Kimberly Desrochers..... | Elementary Teacher |
| Sierra Dolce | Social Studies Teacher |
| Salvatore Guzzardi | Para-Educator |
| Daniel Pike | Custodian |
| Nicole Reilly..... | Elementary Teacher |
| Marleah Wentworth..... | English Teacher |

The motion carried unanimously.

Ms. Brown moved, second by Ms. Guptel, to recommend the Committee approve the following nominations:

| | |
|--------------------------------|--|
| Rachel Allen | Elementary Teacher |
| Jillian Calderara..... | Elementary Teacher |
| Bridget Combes | Elementary Teacher |
| Melissa Couture..... | Reading Interventionist |
| Jennifer Dayhoof | Social Studies Teacher |
| Matthew Gray | Science Teacher |
| Christine Gregoire | English as a Second Language Para-Educator |
| Jordan Hanson | Special Education Teacher |
| Bobbi LaChance | Mathematics Teacher |
| Nicole Palmer | Music Teacher |
| Michelle Shaw | Para-Educator |
| Mary Sullivan | Elementary Teacher |
| Carolyn Tomasino | Special Education Teacher |
| John Waters | Social Studies Teacher |
| Brianna Boucher | Para-Educator |
| Marcey Buchakjian-Tweedy | Art Teacher |
| Heather Leas..... | Library Para-Educator |
| Kara Messinese..... | Mathematics Interventionist |
| Angela O'Keefe..... | General Special Education Teacher |

Shaune Shields (part-time) School Nurse
Kristen Williams.....Elementary Teacher

The motion carried unanimously.

Ms. Brown moved, second by Ms. Gupta, to recommend that the Board approve the following Department Head nominations:

Karen GoodArt
Jason Eberl & Robert Nienhouse CTE
Susan WestfallEnglish
Karen McDermott.....Guidance
John Vasalle & Karrie Brady Mathematics
Joanne Houston District Music
Sheila Colson..... District Physical Education
Marilyn Shepardson & John Duplinsky Science
Frederick Apt..... Social Studies
Stacey Partridge..... Special Education
Lee Sims World Language

The motion carried unanimously.

Ms. Brown moved, second by Mr. Watson, to recommend that the Committee approve the following Special Education Extended School Year nominations:

Mary Else Teacher
Kerry Husted Para-Educator
Chelsea Belinsky Para-Educator
Kristi Olivares Para-Educator
Susan Webster Para-Educator
Melody Goodrow Para-Educator

The motion carried unanimously.

Mr. Watson moved, second by Ms. Brown, to recommend that the Committee approve the High School Summer School nominations as follows:

Erin KellyDirector/Teacher
Miranda Shorty Teacher
Steven Prescott Teacher
Lee Sheedy Teacher
Caitlen Madore Teacher
Stacy Horne Teacher
Mark Blaisdell Teacher

The motion carried unanimously.

Ms. Gupta moved, second by Ms. Brown, to recommend the Finance Committee approve the stipend requests for Karrie Brady and Shannon Caron in the amount of \$1,500.00 each for Master Scheduling. The motion carried unanimously.

Ms. Brown moved, second by Mr. Watson, to recommend to the Board for second reading and approval of the 21st Century Community Learning Center Program Director job description. The motion carried unanimously.

The Committee recommends to the Board for first reading the amended School Counselor job description. The motion carried unanimously.

Ms. Guptel moved, second by Ms. Brown, to recommend the Board approve the termination of employment for JD., Para-Educator. The motion carried unanimously.

Ms. Guptel moved, second by Ms. Brown, to recommend the Board approve the Administrator nomination of Bryan Kelliher, Bud Carlson Academy Principal. The motion carried unanimously.

Ms. Brown moved, second by Ms. Guptel, to adjourn. On a unanimous vote, the Committee adjourned at 6:08 p.m.

Respectfully Submitted,

Mrs. Audrey Stevens, Vice-Chair

TITLE: **21st Century Community Learning Center Program Director** **DRAFT**

QUALIFICATIONS:

1. Holds a Bachelor's Degree or higher in a field related to education, social services, counseling or recreation.
2. Minimum of two years professional experience in work with youth or families
3. Other qualifications as may be deemed essential for successful performance in the position.
4. Such alternatives to the above as recommended by the Superintendent and deemed appropriate by the Rochester School Board.

REPORTS TO: Superintendent of Schools or Designee.

JOB GOAL: To successfully coordinate the implementation and operation of an extended school-day program at the Rochester Middle School. Students will demonstrate benefits from academic supports, enrichment and recreational activities provided after-school and during the summer.

PERFORMANCE RESPONSIBILITIES:

1. Manage the 21CCLC grant in accordance with State and District mandates.
2. Maintain accurate data and accounting records as stipulated by the State and District.
3. Serve as the primary liaison between the YMCA of Strafford County, the Rochester School District, and the New Hampshire Department of Education.
4. Prepare quarterly and annual program summaries, and other reports as may be required by the cooperating agencies.
5. Supervise the recruitment, selection and induction of all staff.
6. Coordinate the professional development for staff and volunteers.
7. Establish and monitor a student recruitment and selection process.
8. Develop and supervise daily program activity schedules, staff and volunteers.
9. Maintain records and reports of student activities, attendance and performance outcomes.
10. Complete an annual program evaluation regarding the effectiveness of the program and its components.
11. Develop and implement program improvements responsive to needs identified through evaluation.
12. Develop a community outreach and engagement effort to ensure community awareness and promote support.
13. Attend all 21CCLC trainings and conferences required by the NHDOE and attend staff meeting at the invitation of the YMCA or Rochester Middle School.
14. Facilitate the design and implementation of parent education and parent involvement activities.
15. Develop and implement strategies targeting sustainability of the program beyond the length of the funding cycles provided by the grant.
16. Perform other such duties as may be reasonably assigned.

TERMS OF EMPLOYMENT: Salary and other terms and conditions of employment shall be negotiated with an annual contract as approved by the School Board. The annual continuation of position shall be upon mutual agreement and contingent on appropriation of grant funds to maintain it.

EVALUATION: Performance in this position will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

PROPOSED: Personnel Committee - June 1, 2017

TITLE: ~~Middle School Guidance Counselor~~ School Counselor

QUALIFICATIONS: 1. Hold or be eligible for certification as a ~~Guidance~~ School Counselor.
2. Other qualifications as may be deemed essential for successful performance in the position.

REPORTS TO: Principal, Director ~~Pupil~~ Student Services, or Designee.

JOB GOAL: ~~To help students overcome problems that impede learning and to assist them in making educational, occupational, and life plans that hold promise for their personal fulfillment as mature and responsible individuals.~~
Provide leadership, advocacy, counseling and collaboration in order to promote student success. This includes a comprehensive school counseling curriculum that encompasses academic, social/emotional and career growth.

PERFORMANCE RESPONSIBILITIES:

ELEMENTARY/MIDDLE/HIGH SCHOOL LEVELS:

1. ~~Aids students in course and subject selection.~~
Collaborate with other educators, administrators, family members and community agencies to support students' educational and personal growth.
2. ~~Obtains and disseminates occupational information to students and to classes studying occupations.~~
Provide individual and small group counseling to support academic, social/emotional and career development for all students.
3. ~~Assists students in evaluating their aptitudes and abilities through the interpretation of individual standardized test scores and other pertinent data, and works with students in evolving education and occupation plans in terms of such evaluation.~~
Collect, interpret and analyze student related data to use for program development, individual student planning and career development, while periodically assessing for efficacy.
4. ~~Communicates with parents through conferences and other means to discuss pupil's progress and interpret the school program.~~
Develop, coordinate and implement programs and activities to enhance students' successful transitions.
5. Coordinate and/or implement early intervention services and provide counseling for students at risk.
6. Connect student and families to community resources.
7. Assist in accessing course recovery opportunities.
8. Provide outreach to the community in regards to school counseling events and activities.
9. Support new students in orienting them to the school's procedures and available opportunities.
10. Maintain certification through approved professional development.
11. Coordinate and oversee 504 plans.
- 5-12. Identifies ~~pupil~~ student needs and cooperates with other professional staff members in assessing and helping ~~pupils solve~~ students manage health, attitude, and learning problems.
- 6-13. ~~Maintains professional competence through in-service education activities provided by the district and self-selected professional growth activities.~~ Maintains certification through approved professional development.
7. ~~Registers students new to the school and orients them to school procedures and the school's opportunities for learning.~~
8. ~~Works to prevent students from dropping out of school.~~

Middle School Guidance School Counselor

9. — Remains readily available to students so as to provide counseling that will lead each student to increased personal growth, self understanding, and maturity.
10. — Works with students on an individual basis in the solution of personal problems related to such problems as home and family relations, health and emotional adjustment as it relates to educational functioning.
11. — Plans guidance field trips to schools, colleges, and industry for interested students.
12. — Guides students in their participation in school and community activities.
13. — Maintains those student cumulative records housed in the Guidance Department and protects their confidentiality. Assists parents and teachers in review of these records.
14. — Supervises the preparation and processing of private schools, part time jobs and employment applications.
15. — Makes recommendations to schools for admissions and scholarships.
16. — Confers with parents, arranges and conducts conferences as needed.
17. — Assists in the orientation of new faculty members.
18. — Provides in service training in guidance for teachers and student teachers.
19. — Works with parents, students, community, teachers, and other staff members to familiarize them with the general range of services offered by the Guidance Department to improve the educational prospects of all students.
20. — Routinely consults with administrators and faculty as it relates to educational functioning.
21. — Interprets the school's objectives and policies for students, parents, and the community.
22. — Arranges for tutors and summer school work.
23. — Regularly attends team planning sessions.
24. — Routinely participates in administrative planning sessions.
25. — Frequent classroom presentations on 2 or 3 special topics.
26. — Supervises pupils in predetermined duties during the assigned working day.
27. — Budget preparation.
28. — Attends Parent Advisory Group meetings.
29. — Supervises student activity groups.
30. — Assists individuals and groups in attaining promotion goals.
31. — Places each student in an appropriate academic program.
32. — Group orientation for incoming students.
33. — Consults with high school counselors and staff on individual and group student issues.
34. — Helps arrange for absent students to get make-up work.
35. — Provides academic progress information for parent and students.
- 36.14. — Performs other such duties as may reasonably be assigned by the Principal, Director of Student Services -or designee.

ELEMENTARY LEVEL/MIDDLE SCHOOL LEVEL:

1. Provides classroom lessons on topics pertaining to school counseling curriculum.
2. Coordinates Functional Behavioral Assessments and Behavioral Intervention Plans.

HIGH SCHOOL LEVEL:

1. Aids students in course selection with emphasis on four year planning that achieves both graduation requirements and potential career/college goals.
2. Assists students in the application process for post secondary plans.
3. Provide resources to help guide students in planning for their future, including school, college, military and employment opportunities.
4. Encourage students' participation in extra-curricular activities.

TERMS OF EMPLOYMENT: Salary and other terms and conditions of employment shall be governed by negotiated contract with extended service as approved by the School Board.

EVALUATION: Performance in this position will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

ADOPTED: June 11, 1992 Board meeting.

AMENDED: First reading – Personnel Committee Meeting July 6, 2017

Rochester School Board
Finance Committee Minutes
School Department Board Room
July 6, 2017
6:00PM

DRAFT

Members Present:

Mr. Robert Watson, Acting Chair
Ms. Julie Brown
Mr. Thomas J. Jean
Mrs. Audrey Stevens
Ms. Nichole Guptel (appointed)

Members Absent:

Mr. Paul Lynch
Mr. Matthew Pappas
Mrs. Jennifer Bryant
Mrs. Karen Stokes

Also Present:

Mr. Michael Hopkins
Ms. Linda Casey
Mr. Richard Bickford

The meeting was called to order at 6:40 pm. with a quorum present. Ms. Guptel was appointed to the committee to establish a quorum for this meeting.

Ms. Brown moved, second by Mrs. Stevens, to approve minutes of the June 1, 2017 Finance Committee meeting. The motion passed unanimously.

Financial Update

Ms. Casey, Business Administrator reported that it would take at least four weeks to close the books for FY 2017. At this time there is \$129,000 left in all lines; there is \$356,000 in open purchase orders, slowly last invoices are coming in. There should be no unexpected expenditures coming forward. There are a couple Special Education invoices for last minute placements on students that will be paid without a PO. The Finance Department will work diligently to get things closed for a good final number. The Revenue side should be even, which is offsetting the shortage in tuition.

Mr. Hopkins discussed the FY2018 budget. City Council approved a budget amount \$225,000 under what the School Board submitted. There was anticipated \$300,000 in revenue by the State for Kindergarten; those funds will not be allocated until next year. The budget is \$525,000 short; at this time cutting positions is not a recommendation. We expect to offset funds with new hires and insurance options. We will know the status of the budget in October after two complete payroll cycles - we will manage the budget appropriately.

Mr. Jean expressed concern with the anomaly of going into the fiscal year without having all funding appropriated by Council. The Board needs to be concerned with budget creation for FY 2019 with a \$525,000 shortfall of this year's budget. It will be imperative that we have a plan in place for our budgeting – need to be cognizant when developing the budget.

Financial Items from Personnel

Ms. Brown moved, second by Mrs. Stevens, to recommend the Board approve the stipend requests for Karrie Brady and Shannon Caron in the amount of \$1,500.00 each for Master Scheduling. The motion carried unanimously.

Public Comment - None

Other - None

Adjournment

Ms. Brown moved, second by Ms. Guptel, to adjourn the meeting at 6:47 p.m. The motion carried unanimously.

Respectfully Submitted,

Mr. Robert Watson, Acting Committee Chair

Rochester School Board/City Council
5-Year Strategic Plan Committee Minutes
School Department Board Room #1
June 29, 2017

DRAFT

Members Present:

Mrs. Amy Malone, Chair
Mr. Raymond Turner, Vice-Chair
Ms. Nichole Guptel
Mr. Matthew Pappas
Mrs. Karen Stokes

Members Absent:

Also Present:

Mr. Michael Hopkins
Ms. Linda Casey
Mr. Paul Lynch
Mr. Barrett Christina

Mr. Hopkins called the meeting to order at 6:30 p.m. with all members of the Committee present.

Committee Mission

“The mission of this committee is to look at providing the most cost effective and highest quality education for the students of Rochester in respect to long-term goals of the Rochester School District.”

Barrett Christina, New Hampshire School Boards Association

Mr. Christina reviewed a process that could be followed to develop a strategic plan. This could be a five year or longer plan. It will take up to a year to develop a quality plan. The District can review the format and design of strategic plans other Boards and communities have developed. Mr. Hopkins will review several strategic plans those over the next few weeks, and bring samples to the Committee.

The Committee may be renamed Long-Term Planning. The Committee will report progress and update to the current sub-committees of the Board. For an example, any long term plans for curriculum would be reported and reviewed at the Instruction Committee.

The Committee members talked about three key areas to focus on.

- 1) Facilities, mostly about how to eliminate the modulars and the long term plans for reducing the number of elementary schools.
- 2) Instruction, long range goals. The Committee is excited about the current plans, but wanted to make sure any long term committee is looking at Instruction.
- 3) Community Engagement. Part of the community engagement goal would be to get feedback from the Community on the long term plans and objectives. The Committee discussed various methods to do that, and will discuss this further in additional meetings.

The next meeting date will be coordinated by Mrs. Malone and Mr. Hopkins.

Adjournment

Mr. Turner moved, second by Ms. Guptel., to adjourn at 7:39 p.m. The motion carried unanimously.