

**Rochester School Board**  
Personnel Committee Agenda  
School Department Board Room  
June 1, 2017  
6:00 p.m.

**1. Pledge of Allegiance**

**2. Approval of May 4, 2017 Committee Minutes**

**3. Retirement**

Linda Gelinis ..... Library Para-Educator

**4. 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 Sheing ..... Pre-school Para-Educator

**5. Termination of Employment**

A.F.P..... Para-Educator

**6. 2016-2017 Nomination**

Johanna Trudeau..... Para-Educator

**7. 2017-2018 Teacher Nominations**

Laura Hogan .....World Language-French Teacher

Brianna Martin ..... Special Education Teacher

**8. Middle School 2017-2018 Curriculum Advisor Nominations**

Amy Boyd ..... Unified Arts

Braden Ott ..... Grade 8 Science

Sara Boyle ..... Grade 8 Science

Elizabeth Gouzoules-Walton..... Grade 8 Social Studies

Lea Marshall..... Grade 8 English

Scott Prieto ..... Grade 8 Math

Elizabeth MacMillan ..... Grade 8 Math

Thomas Muzzey ..... Grade 7 Science

Kelly Gray ..... Grade 7 Social Studies

Bailey Dangora..... Grade 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

**9. Middle School Extended School Year Nominations**

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

**10. 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

**11. Extra-Curricular Resignation**

Hanna Lavoie ..... Varsity Cheering Coach

**12. Extra-Curricular/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

**13. Extra-Curricular/Co-Curricular Update** *(Please see attached)*

**14. Stipend Request**

Raymond Pillsbury ..... *(Title IIA Grant Funded - \$1,600.00)* New Teacher Orientation

**15. 21<sup>st</sup> Century Community Learning Center Program Director Job Description**

First Reading *(Please see attached)*

**16. Public Comment**

**17. Other**

**18. Adjournment**

Committee Members: Jennifer Bryant, Chair, Audrey Stevens, Vice-Chair; Julie Brown and Nichole Guptel

**MEMO TO:** Personnel Committee  
**FROM:** Michael Hopkins  
**SUBJECT:** Agenda Backup  
**MEETING DATE:** June 1, 2017

**7. 2017-2018 Teacher Nominations**

Laura Hogan, Middle School World Language-French Teacher, contract renewal  
Brianna Martin, Maple Street School Special Education Teacher, replacing a transfer

**13. Extra-Curricular/ Co-Curricular Update**

Two meetings were held by the Extra/Co-Curricular Committee which resulted in the following updates:

- Basketball, Freshman (G) Coach reinstated to \$1,386
- Football, Freshman Coach reinstated to \$1,385.75
- Football, Freshman Coach Assistant reinstated to \$1,385.75
- Drama Club, Chamberlain \$525 moved from Student Council Elementary (Student Council will be 2 positions only).
- Health Occupations Advisor Stipend of \$1,050 will be changed to \$525
- National Technical Honor Society will receive a stipend of \$525

**Rochester School Board**  
Personnel Committee Minutes  
School Department Board Room  
May 4, 2017

**DRAFT**

**Members Present:**

Mrs. Audrey Stevens, Vice-Chair  
Ms. Julie Brown  
Ms. Nichole Guptel

**Members Absent:**

Mrs. Jennifer Bryant

**Also Present:**

Mr. Michael Hopkins  
Ms. Linda Casey  
Mrs. Christiane Allison  
Mr. Thomas J. Jean  
Mr. Paul Lynch  
Mr. Matthew Pappas  
Mr. Robert Watson  
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 Ms. Guptel, to approve the minutes of the April 6, 2017 Personnel Committee meeting. The motion carried unanimously.

Ms. Brown moved, second by Ms. Guptel, to recommend the Board accept the following retirement resignations:

Sandra Averill..... Para-Educator  
Richard Choate ..... Teacher  
Stephen Nugent ..... Teacher

The motion carried unanimously.

Ms. Brown moved, second by Ms. Guptel, to recommend the Board accept the following resignations:

Maureen Catlin..... Para-Educator  
Darcy DeMerchant ..... Para-Educator  
Mary Elizabeth England ..... Teacher  
Alicia Hopkins..... School Nurse  
Robert Levin..... Teacher  
Karen Malsbenden..... Teacher  
Pamela Pedrick ..... Teacher  
Rachel Ratay..... Para-Educator  
Sasha Wheeler ..... ESL Para-Educator

The motion carried unanimously.

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

James Ferullo..... Para-Educator  
Lewis Goodwin IV ..... Para-Educator

The motion carried unanimously.

Ms. Brown moved, second by Ms. Guptel, to recommend the Board approve the nominations of Paul Lewis and Kristen White as Assistant Principals at the Middle School. The motion carried unanimously.

Ms. Brown moved, second by Mr. Guptel, to recommend that the Finance Committee approve the Non-Union Salaries as presented. The motion carried unanimously.

Ms. Brown moved, second by Ms. Guptel, to recommend to the Board approval of a two year contract beginning in July 1, 2017 and ending June 30, 2019 for the Superintendent Michael Hopkins and Assistant Superintendent Kyle Repucci. The motion carried unanimously.

Ms. Brown moved, second by Ms. Guptel, to recommend that the Board approve the return of the High School Guidance Secretary. The motion carried unanimously.

Ms. Guptel moved, second by Ms. Brown, to recommend that the Board approve the Para-Educator Evaluation System as presented. The motion carried unanimously.

Ms. Guptel moved, second by Ms. Brown, to recommend that the Board approve the following Extra-Curricular nomination:

Darwin Sayson Saranglao..... (\$1.00) Unified Volleyball Coach Assistant

The motion carried unanimously.

Ms. Guptel moved, second by Ms. Brown, to recommend that the Finance Committee approve the following stipend requests:

Mark Blaisdell..... (\$2,000) CIA Website Coordinator  
Jason Bushway..... (\$2,000) BCA Teacher Leader  
Ronald Goodwin ..... (\$2,000) RTV Coordinator  
Jennifer Cyr..... (Title IIA Grant \$1,000) Teacher Leader  
Meghan Walkama ..... (Title IIA Grant \$1,000) Teacher Leader  
Caitlen Madore ..... (Title IIA Grant \$1,500) Mentor Coordinator  
Maggie Skafidas ..... (Title IIA Grant \$1,500) Mentor Coordinator  
Jennifer Cyr..... (Title IIA Grant \$1,500) Mentor Coordinator

The motion carried unanimously.

Ms. Brown moved, second by Ms. Guptel, to adjourn. On a unanimous vote, the Committee adjourned at 6:11 p.m.

Respectfully Submitted,

Mrs. Audrey Stevens, Vice-Chair

**TITLE:** **21<sup>st</sup> 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