

Rochester School Board
Personnel Committee Agenda
School Department Board Room
October 5, 2017
6:00 p.m.

1. Pledge of Allegiance

2. Approval of September 7, 2017 Committee Minutes

3. Resignations

Sarah Glidden Para-Educator
Kerry Hoyt..... Para-Educator
Steven Jason Para-Educator
Jade Perreault..... Para-Educator

4. Termination of Employment

L.M. Para-Educator

5. Administrator Nomination

Jason Bushway..... Assistant Principal

6. Nominations

Kathryn Crichton Para-Educator
Robin Klein..... Para-Educator
James Letourneau Maintenance Manager
Barbara Stellon Para-Educator
Sarah Wormstead..... Para-Educator

7. Co-Curricular/Extra-Curricular Nominations

Lee Sims Advisor, Project Graduation Facilitator
Patrick Carr..... Advisor, Project Graduation Facilitator
Sean Kenney Advisor, National Technology Honor Society
Melissa Arsenault Yearbook Advisor, Elementary
Jennifer Buinicky..... Drama Coach
Alyson Mantini Jump Rope Club Coach
Sara Eames Track-Cross Country, MS Assistant Coach

8. Job Descriptions

Systems Engineer..... Second reading and approval
Maintenance Manager..... First reading
Operations Manager..... First reading

9. Public Comment

10. Other

11. Adjournment

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

Rochester School Board
Personnel Committee Minutes
School Department Board Room
September 7, 2017

DRAFT

Members Present:

Mrs. Jennifer Bryant, Chair
Mrs. Audrey Stevens, Vice-Chair
Ms. Julie Brown

Members Absent:

Also Present:

Mr. Michael Hopkins
Ms. Linda Casey
Mr. Paul Lynch
Mr. Matthew Pappas
Mr. Kyle Repucci
Mrs. Karen Stokes
Mr. Robert Watson
Guests

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

Ms. Brown moved, second by Mrs. Stevens, to approve the minutes of the August 3rd and August 17, 2017 Personnel Committee meetings. The motion carried unanimously.

Ms. Brown moved, second by Mrs. Stevens, to recommend the Board approve the following resignations:

Geraldine Cook	Para-Educator
Megan O’Leary	Para-Educator
Shelley Price	Secretary
Margaret Richards.....	Para-Educator
Hillary Sherretz.....	Para-Educator
Catherine Tewell.....	Para-Educator

The motion carried unanimously.

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

Mark Archambeault	Precision Machining Teacher
Susan Boisvert	Para-Educator
Nichole Danforth	School Counselor
Carissa Foley	Para-Educator
Nicole Hall.....	Para-Educator
Sommer Hall.....	Para-Educator
Anna LaLonde	Para-Educator
Alison Lemoyne.....	Para-Educator
Noel Lyons-Baker.....	Para-Educator
Deborah Mailhoyt.....	Second Cook/Cashier
Lorianne Martel	Para-Educator
Raenya Morann.....	Para-Educator
Jennifer Murphy.....	Para-Educator
Sheila O’Neill	Speech Pathologist
Amy Rothwell.....	Para-Educator
Deborah Savage	Second Cook/Cashier
Susan Willson	Para-Educator
Nicole Young.....	Para-Educator

The motion carried unanimously.

Mrs. Stevens moved, second by Ms. Brown, to recommend the Board approve the nomination of Eric Maserati as the Grade 7 English Curriculum Advisor. The motion carried unanimously.

Mrs. Stevens moved, second by Ms. Brown, to recommend the Board approve the following Extra-Curricular Nominations:

Ashley Monetta.....Soccer (G) Varsity Assistant Coach
Patrick Costin.....Football, Freshmen Assistant Coach
Tanya MeyersCheering, Junior Varsity Assistant Coach-Fall

The motion carried unanimously.

Ms. Brown moved, second by Mrs. Stevens, to recommend the Board accept the retirement resignation of Mary Cynthia Dodge-Hobson, Speech Pathologist. The motion carried unanimously.

Ms. Brown moved, second by Mrs. Stevens, to recommend the Systems Engineer Job Description for first reading to the Board. The motion carried unanimously.

Ms. Brown moved, second by Mrs. Stevens, to recommend the Finance Committee approve the stipend request for Karen Cotreau in the amount of \$1,000 for additional work with Special Education Teachers. The motion carried unanimously.

Ms. Brown moved, second by Mrs. Stevens, to recommend the Board approve the Administrator nomination of David Totty, Facilities Director. The motion carried unanimously.

Ms. Brown moved, second by Mrs. Stevens, to recommend the Board approve the nomination of Abra Andrews as the High School Art Department Head. The motion carried unanimously.

Ms. Brown moved, second by Mrs. Stevens, to recommend the Board approve the request for a leave of absence for Marisa Reed. The motion carried unanimously.

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

Respectfully Submitted,

Mrs. Jennifer Bryant, Chair

TITLE:

Systems Engineer

DRAFT

QUALIFICATIONS:

1. Hold Associate degree or College Certification in Computers.
2. Other qualifications as may be deemed essential for successful performance in the position.

REPORTS TO:

Chief Technology Officer, or Designee.

JOB GOAL:

To assist with ongoing development and improvement of the district's technology plan and overall maintenance and operation of the network with a focus on software/systems engineering.

PERFORMANCE RESPONSIBILITIES:

1. Maintains, repairs, installs and upgrades technology equipment with focus on software and systems integration.
2. Assists with selection of technology hardware/software to insure systems integration throughout the district.
3. Troubleshoots software/systems issues.
4. Does preventative maintenance of software/systems assets through patches, updates, configurations, etc.
5. Provides technical assistance to faculty/district employees.
6. Assists with phone/PBX issues and engineering issues.
7. Troubleshoots Smart boards/Smooth boards/ENO boards/IPEVO projection Systems.
8. Troubleshoots IPADS, Chromebooks and Mobile devices for administration purposes.
9. Review and make recommendations of technology policies and procedures.
10. Be a part of a technology team to identify and provide technology based solutions and aide teachers in the classroom.
11. Monitor and make suggestions to teacher/staff created websites under the direction of the District Webmaster.
12. Maintains proficiency with current and new technologies.
10. Perform other such duties as may reasonably be assigned.

TERMS OF EMPLOYMENT:

Twelve months. Compensation and other terms and conditions of employment shall be governed by the School Board.

EVALUATION:

Performance in this position will be evaluated by the Chief Technology Officer, or designee in accordance with School Board policy.

PRESENTED:

September 7, 2017 Personnel Committee meeting - first reading
September 14, 2017 School Board meeting
October 5, 2017 Personnel Committee Meeting - second reading

TITLE: Maintenance Manager ~~HVAC & Systems Technician~~

QUALIFICATIONS:

1. Vocational/Technical training, five years experience, or an equivalent of education and work experience.
2. High School Diploma and a valid motor vehicle operator's license.
3. Ability to move, push, pull or carry objects weighing up to sixty pounds.
4. Other qualifications as may be deemed essential for successful performance in the position.

REPORTS TO: Director of Facilities or Designee

JOB GOAL: Working Supervisor ~~Supervisory work in energy management~~, managing skilled maintenance staff and performing the maintenance and repair of school buildings, grounds and systems. Responsible for the built environment

PERFORMANCE RESPONSIBILITIES:

1. Performs highly responsible functions requiring considerable knowledge of the built environment including building envelope; mechanical, electric, and plumbing systems, HVAC, ~~camera~~, and access control systems.
2. Reports needed repairs to the Director of Facilities or Designee.
3. Ability to communicate effectively, orally and in writing with employees, contractors, school officials and the general public.
4. Working knowledge of the procedures, equipment, materials and tools relative to the maintenance of school buildings and grounds.
5. Maintains all equipment and structures on school property and makes any and maintenance repairs per work order.
6. Make playground inspections and repairs after Primex training.
7. Maintains trucks and grounds equipment, etc.
8. Orders parts and supplies through requisitions, when necessary.
9. Directs the operation of and/or performs maintenance on HVAC equipment.
10. Monitors energy conservation measures in school buildings.
11. Operates trucks, tractor, power tools and hand tools.
12. Ability to use a computer and associated software applications, as well as energy management computer and standard office equipment.
13. May be required to be certified in asbestos management and or removal.
14. May be required to be certified in Lead Paint laws.
15. Maintains professional competence through in-service education activities provided by the district and self-selected professional growth activities
16. Performs such other duties as may be reasonably assigned by the Superintendent, or Director of Facilities

TERMS OF EMPLOYMENT: Twelve months. Salary and other terms and conditions of employment shall be governed by the School Board.

EVALUATION: Performance in this position will be evaluated by the Superintendent.

ADOPTED: November 8, 2012 School Board meeting

AMENDED: October 5, 2017 Personnel Committee Meeting – First Reading

TITLE: Operations Manager ~~Facilities Supervisor~~

QUALIFICATIONS:

1. Vocational/Technical training, five years experience, including two years of supervisory experience, or an equivalent of education and work experience.
2. High School Diploma, and a valid motor vehicle operator's license.
3. Ability to move, push, pull or carry objects weighing up to sixty pounds.
4. Other qualifications as may be deemed essential for successful performance in the position.

REPORTS TO: Director of Facilities or Designee

JOB GOAL: Working Supervisory position engaged in ~~work in energy management~~, budgeting, planning, directing and managing the ~~custodial maintenance and repair of school buildings and grounds staff~~.

PERFORMANCE RESPONSIBILITIES:

1. Performs highly responsible functions requiring considerable independent judgment in planning, scheduling and inspection of critical school ~~construction~~ projects.
2. Supervises up to fifty (50) full-time custodial and ~~grounds maintenance~~ personnel. Employees are dispersed in various locations throughout the district. Interviews and recommends for hire and disciplinary action to the Director.
3. Ability to communicate effectively, orally and in writing with employees, contractors, school officials and the general public.
4. Working knowledge of the procedures, equipment, materials and tools relative to the maintenance of school buildings and grounds.
5. Working knowledge of custodial health and safety practices as it relates to a healthful school environment.
6. ~~Inspects work for compliance with standards, drawings, specifications and contract documents, inspects buildings and grounds and prepares long range maintenance plan.~~
7. ~~Plans equipment and vehicle maintenance program.~~
8. ~~Plans, directs and performs electrical, plumbing, carpentry, yard and general maintenance work.~~
9. Plans and directs comprehensive preventative maintenance program, directs care of lawns, trees and shrubbery which includes the districts athletic fields.
10. Plans and directs summer custodial work in all facilities.
11. ~~Directs the operation and maintenance of boiler equipment.~~
12. ~~Monitors energy conservation measures in school buildings.~~
13. Operates trucks, tractor, power tools and hand tools.
14. Ability to use a computer and associated software applications, as well as energy management computer and standard office equipment.
15. May be required to be certified in Asbestos Management in the schools.
16. May be required to be certified in Lead Paint laws.
17. Maintains professional competence through in-service education activities provided by the district and self-selected professional growth activities
18. Performs such other duties as may be reasonably assigned by the Superintendent, or Director of Facilities.

TERMS OF EMPLOYMENT: Twelve months. Salary and other terms and conditions of employment shall be governed by the School Board.

EVALUATION: Performance in this position will be evaluated by the Superintendent.

ADOPTED: July 10, 2008 School Board meeting

AMENDED: November 8, 2012 School Board meeting

AMENDED: October 5, 2017 Personnel Committee Meeting – First Reading