

**Rochester School Board**  
Personnel Committee Agenda  
School Department Board Room  
December 7, 2017  
6:00 p.m.

**1. Pledge of Allegiance**

**2. Approval of November 2, 2017 Committee Minutes**

**3. Resignations**

Christina LeMaitre..... Student Assistant Program Coordinator  
Raenya Morann..... Para-Educator  
Madeline Sexton..... Para-Educator

**4. Termination**

D. C..... Custodian

**5. Nominations**

Scott Baker..... Para-Educator  
Tupa Battersby..... Kindergarten Para-Educator  
Lisa Fieldsend..... Para-Educator  
Tara Fournier..... Para-Educator  
Maged Khalil..... Custodian  
Joseph Manzi..... Para-Educator  
Mariah Tibbetts..... Para-Educator

**6. Co-Curricular/Extra-Curricular Nominations**

Christopher Dias..... Basketball, MS (B) "B" Team  
Christopher Schoonmaker..... Basketball, Freshman (G)  
Casey Dube..... Cheering, MS  
Brooke Moody..... Cheering, Junior Varsity Winter  
Meghan Walkama..... Elementary Yearbook Co-Advisor  
Alison Gilbert..... Track, Winter-Indoor (B) Coach  
Anthony Monetta..... Track, Winter-Indoor (B) Coach Assistant  
Kaitlin Lindsay..... Track, Winter-Indoor (G) Coach Assistant  
Timothy Farrington..... Middle School Volleyball Coach  
Stewart Bates..... (\$1.00) Wrestling, Varsity Assistant

**7. Job Descriptions and Evaluations**

Cook Manager..... First reading  
Driver/Delivery Worker..... First reading  
Second Cook/Cashier..... First reading

**8. Request for Sick Day Donation**

**9. Stipend Request (SS/HS Grant funded)**

Raymond Pillsbury .....(\$2,500) Critical Incident Response Team Intervention

**10. Non-Public**

**11. Public Comment**

**12. Other**

**13. Adjournment**

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

**Rochester School Board**  
Personnel Committee Minutes  
School Department Board Room  
November 2, 2017

**DRAFT**

**Members Present:**

Mrs. Jennifer Bryant, Chair  
Ms. Julie Brown  
Mr. Matthew Pappas (appointed)

**Members Absent:**

Mrs. Audrey Stevens, Vice-Chair

**Also Present:**

Mr. Michael Hopkins  
Mrs. Christiane Allison  
Mrs. Linda Bartlett  
Mr. Paul Lynch  
Mrs. Karen Stokes  
Mr. Robert Watson  
Mr. David Totty

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

Ms. Brown moved, second by Mr. Pappas, to approve the minutes of the October 5, 2017 Personnel Committee meeting. The motion carried unanimously.

Ms. Brown moved, second by Mr. Pappas, to recommend the Board approve the resignation of Margaret Geromini, Para-Educator. The motion carried unanimously.

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

Sarah Brown .....	Para-Educator
Denise Couture .....	Custodian
Sarah Cutter .....	Second Cook/Cashier
Bailey Desautel .....	Para-Educator
Brian O'Maley .....	Skilled Maintenance
Megan Sawyer .....	Para-Educator

The motion carried unanimously.

Mr. Pappas moved, second by Ms. Brown, to recommend the Board approve the following Co-Curricular/Extra-Curricular Nominations:

Patricia Crowe .....	Elementary Yearbook Advisor
Christopher Tilton .....	Weight Room, fall
Timothy Cronin .....	Basketball, Varsity (B) Coach
Donald Betz .....	Basketball, Varsity (B) Coach Assistant
Steven Foster .....	Basketball, Junior Varsity (B) Coach
Christopher Proulx .....	Basketball, Freshman (B) Coach
Dennis Emerson .....	Basketball, Middle School (B) "A" Team Coach
Steven Langevin .....	Basketball, Varsity (G) Coach
Matthew Benjamin .....	Basketball, Junior Varsity (G) Coach
Randi Margey .....	Basketball, Middle School (G) "A" Team Coach
Sean McCarthy .....	Basketball, Middle School (G) "B" Team Coach
Erin Kelly .....	Bowling Coach
Anthony Monetta .....	(\$1.00) Bowling Coach Assistant
Daniel Bamford .....	(\$1.00) Bowling Coach Assistant
Rae Chrane .....	Gymnastics, Varsity Coach
Emily Fortescue-Elliot .....	Gymnastics, Varsity Coach Assistant
Jamie Ferullo .....	Hockey, Varsity Coach
Thomas Auger .....	Hockey, Varsity Coach Assistant
John Duplinsky .....	(\$1.00) Hockey, Varsity Coach Assistant
David Colson .....	Hockey, Junior Varsity Coach
Amy McNulty .....	Ski Team, Varsity Coach

Tyler Nutter .....	Ski Team, Varsity Coach Assistant
Kyle Beckwith .....	(\$1.00) Ski Team, Varsity Coach Assistant
Bonita Varney-Lachance .....	Swimming, Varsity Coach
Jennifer McLain .....	(\$1.00) Swimming, Varsity Coach Assistant
Tracey Camire .....	(\$1.00) Swimming, Varsity Coach Assistant
Allison Gilbert .....	Track, Winter-Indoor (B) Coach Assistant
Michael O'Brien .....	Track, Winter-Indoor (G) Coach
Kevin Boyle .....	Unified Basketball Coach
Daniel Curran .....	(\$1.00) Unified Basketball Coach Assistant
Alexander Clement .....	Wrestling, Varsity Coach
Evan Drouin .....	Wrestling, Varsity Coach Assistant
Nathan Couse .....	(\$1.00) Wrestling, Varsity Coach Assistant
Scott Couture .....	Wrestling, Middle School Coach
Trevor St. Laurent .....	(\$1.00) Wrestling, Middle School Coach Assistant

The motion carried unanimously.

Ms. Brown moved, second by Mr. Pappas, to recommend the Maintenance Manager job description for second reading and approval to the Board. The motion carried unanimously.

Ms. Brown moved, second by Mr. Pappas to recommend the Operations Manager job description for second reading and approval to the Board. The motion carried unanimously.

Mr. Pappas moved, second by Ms. Brown to recommend the nomination of Philip Ainsworth, Systems Engineer. The motion carried unanimously.

Ms. Brown moved, second by Mr. Pappas, to recommend the Board approve the termination of employment for I. B., Custodian. The motion carried unanimously.

Mr. Pappas moved, second by Ms. Brown, to adjourn. On a unanimous vote, the Committee adjourned at 6:03 p.m.

Respectfully Submitted,

Mrs. Jennifer Bryant, Chair

**TITLE:** **Cook Manager**

**QUALIFICATIONS:**

1. High School Diploma and experience in food service or related field.
2. Ability to work with students, staff and administrators.
3. Able to work independently and with good judgment.
4. Dependable, good organizational skills, and flexible.
5. Other qualifications as may be deemed essential for successful performance in the position.

**REPORTS TO:** Food Service Director or Designee

**JOB GOAL:** To serve the students attractive and nutritious meals in an atmosphere of efficiency, cleanliness, and friendliness. To complete all appropriate tasks associated with the National School Lunch Program and support the lunch program to provide food of high quality for the students.

**PERFORMANCE RESPONSIBILITIES:**

1. Supervises and instructs kitchen personnel in the safe, proper, and efficient use of all kitchen equipment.
2. Maintains the highest standards of safety and cleanliness in the kitchen.
3. Determines the quantities of each food to be prepared daily.
4. Prepares food according to a planned menu and tested uniform recipes, and determines if the finished product is of best quality both in flavor and appearance before it is served.
5. Maintains correct monthly inventory, and records all meals served.
6. Place orders with appropriate personnel on a weekly basis for all necessary supplies.
7. Reports to the Food Service Director, Assistant Food Service Director or ~~and~~ Principal any problems or accidents in the kitchen.
8. Confers with the Food Service Director or Assistant Food Service Director regarding personnel issues.
9. Reports to the Food Service Director any faulty equipment or instances of inferior quality food which is received.
10. Supervises and helps with the daily cleaning of all kitchen equipment, and the washing and sterilizing of all dishes, silverware, and utensils.
11. Communicates effectively with the lunch staff, Principal and Food Service Director.
13. Performs other ~~such~~ duties as may reasonably be assigned by the Food Service Director.

**TERMS OF EMPLOYMENT:** Ten months. Salary and other terms and conditions of employment shall be governed by the School Board and applicable bargaining agreement.

**EVALUATION:** Performance in this position will be evaluated by the Food Service director in accordance with School Board policy.

**ADOPTED:** May 8, 2008

Personnel Committee Review: June 1, 2017

## Cook Manager Evaluation Form

Name: \_\_\_\_\_ Date: \_\_\_\_\_

- C** – Commendable
- ME** – Meets Expectations
- NI** – Needs Improvement
- NBR** – No Basis to Rate

\*Explanation must be given on the Evaluate Summary if NI or C is used.

Task	C	ME	NI	NBR
1. Oversees and is responsible for the day-to-day functions of running a school cafeteria and kitchen.				
2. Maintains a clean, safe and organized unit.				
3. Oversees staff and/or substitutes.				
4. Prepares and displays daily meals.				
5. Serves students and staff.				
6. Responsible for monthly inventories.				
7. Double check food deliveries and put away products.				
8. Keeps accurate operation records (temperature charts, production records and check-off sheets).				
9. Places timely food orders with Assistant Director utilizing current inventory and monthly menu.				
10. Forecasts and orders bread and milk products weekly.				
11. Has working knowledge of the POS System.				
12. Performs with minimal supervision.				
13. Shows tact and courtesy.				

### Supervisor's Evaluative Summary

\*\*Employee's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator's signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*The employee's signature indicates that he or she has received the evaluation; it does not necessarily denote agreement with the evaluation.

June 7, 2017

TITLE: School Lunch-Driver/Delivery Worker Person

QUALIFICATIONS:

1. High School Diploma.
2. Must hold a valid driver's license.
3. Ability to work with students, staff and administrators.
4. ~~Must be Dependable, good organizational skills and flexible.~~
5. ~~Must be flexible.~~
6. Other qualifications as may be deemed essential for successful performance in the position.

REPORTS TO: Lunch-Food Service Director or Designee

JOB GOAL: To assist the ~~Lunch-Director~~ Food Service Director to ensure the smooth operation of the school lunch program throughout the district.

PERFORMANCE RESPONSIBILITIES:

1. Delivers food/dry goods, frozen goods and supplies to all schools on a designated schedule.
2. ~~Keeps accurate freezer and stock room inventory records.~~
32. Advises Lunch-Food Service Director what is needed to complete weekly orders and advises current inventory levels at schools and in storage.
3. ~~Makes bank deposits.~~
53. Assists school cooks with heavy lifting, etc.
4. Keeps stock rooms and walk-ins neat, orderly and clean.
5. Receives and puts away weekly product deliveries.
6. Maintains condition and cleanliness of food service vehicle.
7. Performs with minimum supervision.
68. Performs other ~~such~~ duties as may reasonably be assigned by the Lunch-Food Service Director.

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

EVALUATION: Performance in this position will be evaluated by the Lunch-Food Service Director in accordance with School Board policy.

ADOPTED: July 18, 1991 Board meeting.

Personnel Committee Review: June 1, 2017

## Driver/Delivery Worker Evaluation Form

Name: \_\_\_\_\_ Date: \_\_\_\_\_

- C** – Commendable
- ME** – Meets Expectations
- NI** – Needs Improvement
- NBR** – No Basis to Rate

\*Explanation must be given on the Evaluate Summary if NI or C is used.

Task	C	ME	NI	NBR
1. Delivers food/dry goods, frozen goods and supplies to all schools on a designated schedule.				
2. Advises the Food Service Director what is needed to complete weekly orders and advises current inventory levels at schools and in storage.				
3. Assists School Cooks with heavy lifting, etc.				
4. Keeps stock rooms and walk-ins neat, orderly, and clean.				
5. Receives and puts away weekly product deliveries.				
6. Maintains condition and cleanliness of food service vehicle.				
7. Shows tact and courtesy.				
8. Performs with minimum supervision.				
9. Attendance.				
10. Punctuality.				

### Supervisor's Evaluative Summary

\*\*Employee's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator's signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*The employee's signature indicates that he or she has received the evaluation; it does not necessarily denote agreement with the evaluation.

June 7, 2017



**TITLE:** **Second Cook and/or Cashier**

**QUALIFICATIONS:**

1. High School Diploma.
2. Interest in Food Service or related field preferred.
3. Ability to work with students, staff and administrators.
4. Dependable, good organizational skills, and flexible.
5. Other qualifications as deemed essential for successful performance in the position.

**REPORTS TO:** Food Service Director or Designee

**JOB GOAL:** To serve the students attractive and nutritious meals in an atmosphere of efficiency, and friendliness. To complete all appropriate tasks associated with the National School Lunch Program and support the lunch program to provide food of high quality for the students.

**PERFORMANCE RESPONSIBILITIES:**

1. Prepares food according to a planned menu and tested uniform recipe under the supervision of the cook manager.
2. Assists in the preparation of food and serves students and staff.
3. Second Cook may be called upon to substitute for a Cook Manager.
4. Performs Cashier duties, including the operation of the Point of Sale system.
5. Collects and records lunch money and snack milk.
6. Keeps accurate records of free and reduced lunch purchases.
7. Maintains confidential records of free and reduced lunch students.
8. Totals the receipts daily and transports money to the Food Service Director on a regular basis.
9. Completes all work assigned by the supervisor.
10. Assists with dish room duties and the daily cleaning and sanitations.
11. Performs other duties as may be reasonably assigned by the Food Service Director.

**TERMS OF EMPLOYMENT:** Ten months. Salary and other terms and conditions of employment shall be governed by the School Board and applicable bargaining agreement.

**EVALUATION:** Performance in this position will be evaluated by the Food Service Director in accordance with School Board policy.

**ADOPTED:** May 8, 2008

**Personnel Committee Review:** June 1, 2017

## Cashier/Cafeteria Worker Evaluation Form

Name: \_\_\_\_\_ Date: \_\_\_\_\_

- C** – Commendable
- ME** – Meets Expectations
- NI** – Needs Improvement
- NBR** – No Basis to Rate

\*Explanation must be given on the Evaluate Summary if NI or C is used.

Task	C	ME	NI	NBR
1. Performs cashier duties: Including low balance notice, compiling and maintaining accurate allergy information and account maintenance.				
2. Assists in the preparation of food and serves students and staff.				
3. Assists with dish room duties, daily cleaning and sanitation.				
4. Collects and records all meal money received.				
5. Assists the Cook Manager with food preparation.				
6. Totals daily receipts and transports money to the Food Service Director on a daily basis.				
7. Shows tact and courtesy.				
8. Performs with minimum supervision.				
9. Attendance.				
10. Punctuality.				

### Supervisor's Evaluative Summary

\*\*Employee's signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Evaluator's signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\* (The employee's signature indicates that he or she has received the evaluation; it does not necessarily denote agreement with the evaluation.

June 7, 2017