

Rochester School Board
Personnel Committee Agenda
School Department Board Room
February 1, 2018
6:00 p.m.

1. Pledge of Allegiance

2. Approval of December 7, 2017 Committee Minutes

3. Retirements

Kenneth Chadwick	Custodian
Steven Comita	Graphic Arts Teacher
Linda Durant.....	Guidance Counselor
Nancy Ferguson	Elementary Teacher
Elizabeth Gaudette.....	Elementary Teacher
Shelly Gingras	Guidance Counselor
Andrea Pastelis	Mathematics Teacher
Robert Plaisted, Jr.....	Custodian
Thomas Power	English Teacher
Carleen Riordan.....	Computer Teacher
Laura Smith	Pre-School Teacher

4. Resignations

Shana Hanley	Para-Educator
Megan Tanguay	Para-Educator
Jordan Towle	Para-Educator
John Waters	Social Studies Teacher
Cheryl Wisminiti	Special Education Teacher
Martin Wintje	French Teacher

5. Termination

K.C.....	Para-Educator
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6. Nominations

Leah Chabot.....	Para-Educator
Norris Gerry.....	Part-time Custodian
Molly Hatch.....	Para-Educator
Rosario Jimenez Concepcion	Custodian
Herenia Jose De Agramonte.....	Custodian
Justin Keays.....	Custodian
Suzanne Orr	Part-time Custodian
Christian Phillips	Part-time Custodian

7. Position Change Request

Para-Educator High School

8. Stipend Requests (Title II-A Grant Funded)

Melissa Marcotte(\$1,500) Elementary Mentor Coordinator
Adam Black (\$1,500) Middle School Mentor Coordinator
Caitlen Madore (\$750) High School Mentor Co-Coordinator
Jennifer Ford..... (\$750) High School Mentor Co-Coordinator

9. Request for Sick Day Donations

10. Job Descriptions and Evaluations

Cook Manager Second reading and approval
Driver/Delivery Worker..... Second reading and approval
Second Cook/Cashier Second reading and approval

11. Public Comment

12. Other

13. Adjournment

Committee Members: Julie Brown, Chair, Audrey Stevens, Vice-Chair, Matthew Beaulieu and Joseph Devine

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

DRAFT

Members Present:

Mrs. Audrey Stevens, Vice-Chair
Mr. Paul Lynch (appointed)
Mrs. Anne Grassie (appointed)

Members Absent:

Mrs. Jennifer Bryant, Chair
Ms. Julie Brown

Also Present:

Mr. Michael Hopkins
Mrs. Linda Bartlett
Mr. Thomas O'Connor
Mr. Matthew Pappas
Mrs. Karen Stokes
Mr. Raymond Turner
Mr. Robert Watson
Mr. David Totty
Guests

Mrs. Stevens, Vice-Chair, called the meeting to order at 6:00 p.m. Members participated in the pledge of allegiance. Mrs. Stevens appointed Mr. Lynch and Mrs. Grassie to the Personnel Committee.

Mr. Lynch moved, second by Mrs. Grassie, to approve the minutes of the November 2, 2017 Personnel Committee meeting. The motion carried unanimously.

Mr. Lynch moved, second by Mrs. Grassie, to recommend the Board approve the following resignations:

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

The motion carried unanimously.

Mrs. Grassie moved, second by Mr. Lynch, to recommend the Board approve the termination of employment for D.C. The motion carried unanimously.

Mr. Lynch moved, second by Mrs. Grassie, to recommend the Board approve the following 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

The motion carried unanimously.

Mrs. Grassie moved, second by Mr. Lynch, to recommend the Board approve the following 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

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: December 7, 2017 & February 1, 2018

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.**

Personnel Committee Review: December 7, 2017 & February 1, 2018

TITLE: School Lunch Driver/Delivery Worker Person

QUALIFICATIONS:

1. High School Diploma.
2. Must hold 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.~~
3. ~~2.~~ Advises Lunch- Food Service Director what is needed to complete weekly orders and advises current inventory levels at schools and in storage.
4. ~~Makes bank deposits.~~
5. ~~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.
6. ~~7.~~ 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: December 7, 2017 & February 1, 2018

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.

Personnel Committee Review: December 7, 2017 & February 1, 2018

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: December 7, 2017 & February 1, 2018

Second Cook and/or Cashier 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.

Personnel Committee Review: December 7, 2017 & February 1, 2018