

Rochester School Board
Personnel Committee Minutes
School Department Board Room
July 7, 2016

DRAFT

Members Present:

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

Members Absent:

Mrs. Jennifer Bryant

Also Present:

Mr. Michael Hopkins
Mr. Matthew Pappas
Mr. Raymond Turner
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 June 2, 2016 Personnel Committee meeting. The motion carried unanimously.

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

Erich Dietel..... Social Studies Teacher
Crystal Lisbon Library Para-Educator
Cassandra Sweatt..... English Teacher
Kristen White Elementary Teacher

The motion carried unanimously.

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

Lori Bird Para-Educator
Brandon Gagnon..... Special Education Teacher
Gail Martin Elementary Teacher
Taylor Ramsay Science Teacher
Tiffany Stafford Elementary Teacher
Ellen Willis..... Special Education Teacher
Dawn Alie..... School Nurse
Rachel Bratter Special Education Teacher
Suzanne Baczewski Elementary Teacher
Kimberly Griffin..... Social Studies Teacher
Stacy Horne Social Studies Teacher
Heather Nissen Special Education Teacher
Kristin Walsh..... English Teacher

The motion carried unanimously.

Ms. Brown moved, second by Ms. Guptel, to recommend the Board approve the 2016-2017 Teacher Contract nominations for:

Jacquelyn Deshon Elementary Teacher
Laura Lewis Mathematics Teacher

The motion carried unanimously.

Ms. Brown moved, second by Ms. Guptel, to recommend the Board approve the change in work schedule of the Athletic Director Secretary to thirty-four hours for forty-seven weeks (second week in August through the last week in June) and twenty-two hours total during the summer. This adjustment will provide more support during the sport seasons. The motion carried unanimously.

Mr. Hopkins provided information regarding two positions that are being reviewed and studied for future discussion with the Personnel Committee and the Board. The first is a possible Dean of Students at Spaulding High School; a current teacher would be paid for additional duties which would provide time for Assistant Principals to be more involved with teacher leadership, evaluations and overall school involvement. The purpose of this position is to help build administrators within our teaching staff. The second is a twenty-seven hour per week, school-year, Para-Educator to assist with transportation of students. At this time we have regular busing, special education busing and homeless student transportation. The district may be able to save funds if a person could track all three transportation systems and combine buses and students when possible. Mrs. Stevens suggested considering the purchase of a mini-bus. Mr. Turner suggested a main database for all three systems. Mr. Hopkins will continue to research these positions.

Ms. Brown moved, second by Ms. Gupta, to recommend the Board approve the following 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 Agakian	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

The motion carried unanimously.

Ms. Brown moved, second by Ms. Gupta, to recommend the Committee approve the following Extended School Year Nominations:

Many Ann Leahy	Teacher
Melinda Hussey	Teacher
Staci Benjamin	Para-Educator
Patricia Kertanis	Para-Educator
Shelley King	Para-Educator
Suzanne Thomas.....	Para-Educator
Mariah Tibbetts	Para-Educator
Susan King	Para-Educator
Jila Shafadeh-Beatty.....	Para-Educator
Rebecca Gunter	Para-Educator
Christie LeClair	Occupational Therapist
Bethany Vance	Certified Occupational Therapist Assistant
Lee Murphy	Physical Therapist
Nancy Graham.....	School Nurse
Elaine Paula.....	School Nurse

Amy Knox	LPN
Cathy Levesque	LNA
Jody Rafferty	LNA
Misty Cooper	LNA
Jeanine Deslisle	Para-Educator
Lena Folsom	Para-Educator
Kerry Hoyt.....	Para-Educator
Caroline Langelier	Para-Educator
Elizabeth Laurent.....	Para-Educator
Karen Mott	Para-Educator
Gina Norton.....	Para-Educator
Angelia Psaras	Para-Educator
Courtney Trepanier.....	Para-Educator

The motion carried unanimously.

Ms. Guptel moved, second by Ms. Brown, to recommend the Board approve the Extra-curricular resignation of Matthew Benjamin as the Middle School (G) Basketball Coach. The motion carried unanimously.

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

Matthew Benjamin	Junior Varsity (G) Basketball
Jaime Ferullo	Varsity Hockey Coach
Shane Downs	Varsity Football Coach Assistant
Matthew Griffin.....	Varsity Football Coach Assistant
Patricia Crowe	Elementary Yearbook Advisor
Laura Lewis	Class of 2017 Advisor
Tyler Nutter	Class of 2018 Advisor
Erin Kelly	Class of 2018 Advisor
Jennifer Daly	Class of 2019 Advisor
Peter Sajko.....	Class of 2020 Advisor
Marleah Spearin	Class of 2020 Advisor
Abra Andrews.....	Art Club Advisor
Ronald Goodwin.....	Auditorium Stage Manager
Joanne Houston	Auditorium Stage Manager
Joanne Houston	Band Director
Jeremy Jason.....	Chess Club
Joanne Houston	Drama
Cheryl Richardson.....	Drama Musical Director
Ronald Goodwin.....	Drama Technical Director
Donna Martin	Drama Choreographer
Cheryl Richardson	Drill Master
Stacey Libby.....	FCCLA
Peter Sajko.....	French Honor Society
Karen Enscoe.....	Graduation Coordinator
Judith Goodnow	HOSA
Donna Ackerman.....	Interact Club
Caitlen Madore	Interact Club
Jennifer Daly	Jewelry Club
Susan Westfall.....	Key Club

Susan Zoller..... Latin Club/Latin Honor Society
Jonathan Rourke Literary Magazine
Richard Moore..... Literary Magazine
John VasalleMu Alpha Theta
Lee Sims National Honor Society
Britni Watkinson Outing Club
Christine Comeau Robotics Club
Jennifer DalySEARCH (gifted and talented)
Peter Sajko..... Project Graduation Coordinator
Susan Mann Spanish National Honor Society
Erin Kelly Student Council
Sean Kenney Student Council
Erin Kelly Yearbook
Tyler Nutter Yearbook
Hanna Lavoie Cheering Varsity Fall Coach
Keri DevineCheering Varsity Fall Coach Assistant
Alyssa Fogarty.....Cheering Varsity Fall Coach Assistant
Madeline Sexton..... Cheering Junior Varsity Fall Coach
Joseph Devine..... Varsity (G) Soccer Coach

The motion carried unanimously.

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

Mark Blaisdell(\$2,000) Curriculum, Instruction and Assessment Site Webmaster
Jason Bushway (\$2,000) Bud Carlson Academy Teacher Leader
Ronald Goodwin..... (\$2,000) Rochester Television Coordinator
Shannon Caron, Guidance Counselor..... (\$1,500) Master Scheduling

The motion carried unanimously.

Ms. Brown moved, second by Ms. Guptel, to recommend to the Board for second reading and adoption the CTE Criminal Justice/Law Enforcement Teacher job description. The motion carried unanimously.

Ms. Brown moved, second by Ms. Guptel, to adjourn. On a unanimous vote, the Committee adjourned at 6:20 p.m.

Respectfully Submitted,

Mrs. Audrey Stevens, Vice-Chair

5/19/16

Current schedule for Athletic Dept Secretary:

* 30 hours per week year-round	=	1560 hours
* Additional hours at the beginning of each season	=	60 hours
Total hours per year	=	1620 hours

Proposed schedule to give more hours during the school year:

* 34 hours per week for 47 weeks (second week of August through last week in June)	=	1598 hours
* 22 hours during the summer (dates to be determined)	=	22 hours
Total hours per year	=	1620 hours

* No work during the summer (first week of July through first week of August, with the exception of the 22 hours noted above)

* For year 2016, last day to work would be July 1st. Back for the school year on August 8th. Days to work 22 hours over the summer to be determined by the Athletic Director.

Notes:

- * I understand this means I will not be paid for the July 4th holiday.
- * I assume I will be paid for only 6 hours per day when taking vacation days, sick days, and personal days. All leaves would remain unchanged.

Questions:

- * How would insurance premiums be paid during the weeks I do not get a paycheck?

TITLE: CTE Criminal Justice/Law Enforcement Teacher

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QUALIFICATIONS:

1. Bachelor's Degree in criminal justice, sociology, political science or related field.
2. Minimum of two years' work experience in criminal justice/law enforcement or related field.
3. Willingness and ability to obtain and maintain Career and Technical teaching licensure.
4. Competency working in a diverse environment or the willingness to do so.
5. Other qualifications as may be deemed essential for successful performance in the position.

REPORTS TO: Director of Richard Creteau Regional Technology Center, or designee

JOB GOAL: To instruct/facilitate/model content, knowledge and skills required in a specific occupation or occupational fields using a variety of teaching methods including inquiry, student agency, discussion, demonstration, on-line instructional applications, audiovisual, laboratory fields sites, and other appropriate teaching tools. Measure students' understanding and obtainment of content, knowledge and skills through performance based assessments which provide students the opportunity to apply and demonstrate their mastery of course/program competency.

PERFORMANCE RESPONSIBILITIES:

1. Responsible for participating in the development of curriculum process with an emphasis on integrated curriculum and alignment of course competencies.
2. Work with post-secondary institutions to develop articulation/Running Start/Duel Enrollment agreements; incorporate new and emerging technology into the instructional process.
3. Ability to build and foster partnerships within the community.
4. Facilitate CTE program advisory committee meetings.
5. Forge and foster student work-based learning opportunities.
6. Ability to be a "team" player by establishing and maintaining cooperative professional relationships.
7. Establish and maintain open lines of communication with students, parents and colleagues.
8. Ability to be innovative and committed to the challenge of change in education.
9. Implement Section 504 and ADA in the education of student with disabilities.
10. Plan and conduct instructional activities for a balanced program which offers student opportunities to observe, question and investigate.
11. Establish clear objectives for all lessons, units and projects and clearly and concisely communicate those objectives to students.
12. Instruct and monitor students in the use and care of equipment and materials in order to prevent injury to students and/or damage to equipment.
13. Establish and reinforce expectations for behavior and procedures for maintaining a safe school environment.
14. Collaborate with other instructors and administrators in the development, evaluation and revision of CTE programming.
15. Attend staff meetings, PLCs and serve on committees as required.

16. Use technology and other materials to supplement curriculum lessons.
17. Maintain instructional/classroom records as requested/required.
18. Maintain regular consistent attendance and punctuality.
19. Maintain a professional personal appearance.
20. Support and demonstrate commitment to the mission, vision, core principles and policies of the Rochester School District.
21. Maintains professional competence through in-service education activities provided by the district and self-selected professional growth activities.
22. Identifies student needs, and cooperates with other professional staff members in assessing and helping students solve health, attitude, and learning problems.
23. Performs other such duties as may reasonably be assigned by the Director or designee.

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 annually in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

PROPOSED: First reading - Personnel Committee June 2, 2016
Second reading – Personnel Committee July 7, 2016