Rochester School Board
Personnel Committee Minutes
School Department Board Room
August 18, 2016

DRAFT

Members Present:	**Members Absent:**	**Also Present:**
Mrs. Jennifer Bryant, Chair		Mr. Michael Hopkins
Mrs. Audrey Stevens, Vice Chair		Mrs. Christiane Allison
Ms. Julie Brown		Mr. Thomas O'Connor
Ms. Nichole Guptel		Mr. Matthew Pappas
		Mr. Robert Watson
		Guests

Mrs. Bryant, Chair, called the meeting to order at 5:45 p.m. Members participated in the pledge of allegiance.

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

Darlene Irving..... Para-Educator
Nathan Mann ..... Para-Educator
Charlene Shields.....Pre-School/Elementary Special Education Coordinator

The motion carried unanimously.

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

Julliette d'Emparie-Poirier ..... World Language/Spanish Teacher
Stephen Godbout ..... Para-Educator
Melody Goodrow ..... Para-Educator
Christine Hamann.....School Secretary
Deborah LaValley .....Elementary Teacher
Denise Perry .....Science Teacher
Annmarie Prochilo..... Special Education Teacher
Kenneth Wakeman ..... Para-Educator

The motion carried unanimously.

Ms. Brown moved, second by Ms. Guptel, to adjourn. On a unanimous vote, the Committee adjourned at 5:49 p.m.

Respectfully Submitted,

Mrs. Jennifer Bryant, Chair

Rochester School Board
Personnel Committee Minutes
School Department Board Room
August 4, 2016

DRAFT

Members Present:	**Members Absent:**	**Also Present:**
Mrs. Jennifer Bryant, Chair		Mr. Michael Hopkins
Mrs. Audrey Stevens, Vice Chair		Ms. Linda Casey
Ms. Julie Brown		Mrs. Christiane Allison
Ms. Nichole Guptel		Mr. Paul Lynch
		Mr. Matthew Pappas
		Mr. Raymond Turner
		Mr. Robert Watson
		Guests

Mrs. Stevens, Vice-Chair, called the meeting to order at 5:31 p.m. Members participated in the pledge of allegiance.

Ms. Brown moved, second by Mrs. Stevens, to approve the minutes of the July 7, 2016 Personnel Committee meeting. The motion carried unanimously.

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

Kelsey Conley ..... Para-Educator
Ryan Costa ..... Special Education Teacher
Margaret Doucet ..... Social Studies Teacher
Christina Rapoza ..... Elementary Teacher

The motion carried unanimously.

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

Mae Burnap ..... English Teacher
Jay Keough ..... Criminal Justice/Law Enforcement Teacher
Melanie Laprade ..... Elementary Teacher
Michelle Robinson ..... Guidance Counselor
Rebecca Rudolf ..... Elementary Teacher
Kristen Silverman ..... Elementary Teacher
Kelsey Stouffer ..... Mathematics Teacher
Elizabeth Diamond ..... Elementary Teacher
Karen Kulickowski ..... Para-Educator
Kaitlin Lindsay ..... Social Studies Teacher
Vilija Pauliukonis ..... Special Education Teacher
Steven Pettis ..... Mathematics Teacher
Alison Smith ..... English Language Arts Teacher
Casie Lee Sorensen ..... Behavior Specialist
Alexis Stewart ..... Elementary Teacher
Courtney Trepanier ..... Elementary Teacher

The motion carried unanimously.

Mr. Hopkins discussed the need for a Dean of Students position at Spaulding High School in an effort to retain Assistant Principals. A current teacher would remain under the Teacher Contract and be paid for additional duties working with student discipline. This is a trial position to see if it can make a difference.

Mrs. Stevens moved, second by Mr. Brown, to recommend the Finance Committee approve the funds for the Dean of Students position. The motion carried unanimously.

Mrs. Stevens moved, second by Ms. Brown, to recommend the Board approve the additional Title I Grant funded Social Worker position. The motion carried unanimously.

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

Shaundra Lemay ..... Volleyball, MS Coach
Clay Prewitt ..... Soccer, JV (B) Coach
Steve Langevin ..... Varsity Soccer (G) Coach
Leah Hart ..... ($1.00) Volleyball Assistant Coach

The motion carried unanimously.

Ms. Brown moved, second by Mrs. Stevens, to recommend the Board approve the resignation of Joseph Devine as the Varsity (G) Soccer Coach and Jacqueline McKenney as a Special Olympics Coach. The motion carried unanimously.

Ms. Brown moved, second by Mrs. Stevens, to recommend the Finance Committee approve the following stipends requests:

Karen Coutreau..... ($1,000) Additional duties with Special Education Teachers
Stephen LeClair ..... ($5,000) Federal Grant Developer

The motion carried unanimously.

Ms. Brown moved, second by Ms. Guptel, to recommend to the Board for first reading the Dean of Students job description. The motion carried unanimously.

Ms. Brown moved, second by Ms. Guptel, to adjourn. On a unanimous vote, the Committee adjourned at 5:50 p.m.

Respectfully Submitted,

Mrs. Jennifer Bryant, Chair

TITLE **Dean of Students** **DRAFT**

QUALIFICATIONS

1. Hold or be eligible for New Hampshire Principal Certification.
2. Other qualifications as may be deemed essential for successful performance in the position.

REPORTS TO: Building Principal

JOB GOAL: To manage day to day operations of student supervision, attendance, and discipline.

PERFORMANCE RESPONSIBILITIES:

1. Communicate and meet with parents to discuss student academic and behavioral concerns.
2. Assists in maintaining high standards of student conduct and enforces discipline as necessary.
3. Work collaboratively with other professional staff members in assessing and helping students solve health, attitude, and learning problems.
4. Monitor student attendance and truancy. Schedule ACT meetings as necessary to educate students and families about attendance law RSA 193.
5. Work with the truancy officer, court liaison, and JPPO's to support student success.
6. Work with school counseling staff to monitor student behavior, academic and overall well-being of students.
7. Attend discipline committee meetings as needed.
8. Conduct reasonable searches of student's bags, pockets, possessions as necessary to ensure the safety of all students at Spaulding High School.
9. Supervise students throughout the building.
10. Attend school functions as needed.
11. Assign appropriate disciplinary consequences.
12. Promote school activities in the community.
13. Assist with Freshmen transition.
14. Maintains professional competence through in-service education activities provided by the district and self-selected professional growth activities.
15. Performs other such duties as may reasonably be assigned by the Principal 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 by the principal.

PROPOSED: First reading - Personnel Committee August 4, 2016