

Rochester School Board
Personnel Committee Minutes
School Department Board Room
October 6, 2016

DRAFT

Members Present:

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

Members Absent:

Also Present:

Mr. Michael Hopkins
Mrs. Christiane Allison
Mr. Paul Lynch
Mr. Thomas J. Jean
Mr. Matthew Pappas
Mr. Raymond Turner
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 Ms. Guptel, to approve the minutes of the September 1, 2016 Personnel Committee meetings. The motion carried unanimously.

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

Monica Gagne Para-Educator
Stephen Godbout Para-Educator
Margaret Miller Para-Educator
Amanda O’Connell..... Kindergarten Para-Educator

The motion carried unanimously.

Mrs. Stevens moved, second by Ms. Guptel, to recommend the Board approve the termination of employment for TC, Custodian. The motion carried unanimously.

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

Jennifer Brown Kindergarten Para-Educator
Karrah Buzzard..... Para-Educator
Jessica Donnell Para-Educator
Kelsey Gerry..... Para-Educator
Joanne Houston Dean of Students
Melena Lugo..... Para-Educator
Megan O’Leary Para-Educator
John Connor Para-Educator
Kerry Husted Kindergarten Para-Educator
Robert Merrill..... Custodian

The motion carried unanimously.

Mrs. Stevens moved, second by Ms. Brown, to recommend the Board approve the the following nominations: Christine Evans as Reading Curriculum Advisor and Jennifer Doherty as the Special Education Department Head. The motion carried unanimously.

Mrs. Brown moved, second by Ms. Guptel, to recommend the Board approve the Position Change Request at Chamberlain Street School to approve a Special Education Teacher position in place of three open Special Education Para-Educator positions. The motion carried unanimously.

Mrs. Stevens moved, second by Ms. Guptel, to recommend the Finance Committee approve a twenty-five (25) hour per week District Medical Nursing Assistant position. The motion carried unanimously.

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

Steven Hyzer	Jump Rope Club Advisor
Davita Fortier	Jump Rope Club Advisor
Carrie Feyler.....	Elementary Yearbook Advisor
Daniel Saucier	McClelland Drama Coach
Sherrilyn Pedrick.....	McClelland Drama Coach
Mary Melendez.....	Elementary Student Council Advisor
Tracy Mitropoulos.....	FBLA Advisor
Jordan Hanson	FBLA Advisor
Virginia Farkas	Elementary Student Council Advisor
Holly Beaulieu.....	Elementary Yearbook Advisor
David Murdoch.....	Key Club Advisor
Susan Mann	Human Rights Club Advisor
Jennifer Warren	MS Yearbook Advisor
Kristen Sturtevant.....	MS Yearbook Advisor
Rachel Bratter.....	MS Yearbook Advisor
Sheila Colson.....	Junior Varsity (G) Soccer Coach
Allison Gilbert.....	Class Advisor 2017

The motion carried unanimously.

Ms. Stevens moved, second by Ms. Guptel, to recommend to the Board for second reading and approval of the Assistant Bookkeeper II – Purchasing job description. The motion carried unanimously.

Mr. Hopkins gave a staffing update through a Power Point presentation as the Committees and Board begin the 2017-2018 budget process.

Ms. Brown moved, second by Mrs. Stevens, to adjourn. On a unanimous vote, the Committee adjourned at 6:25 p.m.

Respectfully Submitted,

Mrs. Jennifer Bryant, Chair

TITLE: **Assistant Bookkeeper II - Purchasing**

QUALIFICATIONS:

1. High School Diploma.
2. Must be familiar with accounting and business procedures.
3. Training or experience with all office machines (i.e. computer, ~~calculator, typewriter, etc~~ postage machine, and other office equipment).
4. Must be organized and able to work independently.
5. Ability to communicate effectively with administration, staff, clients, and general public.
6. Other qualifications as may be deemed essential for successful performance in the position.

REPORTS TO: ~~Business Manager~~ Staff Accountant

JOB GOAL: To assist in the administration of the district's business affairs so as to provide the maximum services for the financial resources available; and to save the district as much money as possible.

PERFORMANCE RESPONSIBILITIES:

1. ~~Coordinates, types~~ Prints, distributes, and monitors all purchase orders ~~from~~ for the entire school district and determines correctness of information, (i.e. authorization, pricing, coding information, etc.). ~~Gets required signatures for purchase orders over \$500.~~ Ensures that departments provide required backup documentation for purchase orders over \$1,000.
2. ~~Keys in all purchase orders on IBM and IBM compatible computer, generates reports, and keeps a written backup.~~ Monitors and reconciles credit cards statements..
3. ~~Monitors budget amounts available for each school before and after payments~~ Registers participants and make travel arrangements for workshops and conferences.
4. Traces and corrects errors in shipments when necessary.
5. Generates and/or prepares periodic computer reports relating to the purchasing function for Business Manager.
6. Generates supplies and manages the supply room.
7. Responsible for overseeing the maintenance of audio-visual, copiers, phones, etc. ~~throughout the entire school district.~~ for the Central office.
8. Assists ~~schools and department heads~~ with budget/~~computer keeping~~ questions.
9. Compiles all necessary information for service contracts.
10. Generates bids and processes acknowledgment letters of bid acceptance.
11. ~~Keeps a complete computerized inventory of all equipment purchased for the schools.~~ Research pricing information and compare prices and quotes.
12. ~~Assists Business Manager with federal projects, all new building projects and CIP balances.~~ Provides MUNIS training to new staff involved with processing purchase orders.
13. ~~Writes checks and does monthly reconciliation of Athletic Fund.~~ Works closely with the Accounts Payable clerk relative to research and resolving discrepancies with invoices and purchase orders.
14. Back up for accounts payable, ~~federal bookkeeper.~~
15. Performs other such duties as may reasonably be assigned by the Business Manager.

TERMS OF EMPLOYMENT: Twelve months, 35 hours/week - Salary and other terms and conditions of employment shall be governed by negotiated contract.

EVALUATION:

Performance in this position will be evaluated by the ~~Business Manager~~Staff
Accountant in accordance with School Board policy.

ADOPTED:

September 10, 1998 SCHOOL BOARD MEETING

AMENDED:

First reading - Personnel Committee Meeting September 1, 2016

Second reading – Personnel Committee Meeting October 6, 2016

Personnel Committee Report

- Review Positions within the School District

Summary

- Teacher's Contract 429
- Para Contract 250
- Custodial Contract 43
- Administrator's Contract 25
- School Lunch 37
- Non-Union 40
- Total 840
- Substitutes are in addition to this number

Positions under the teacher's contract

- 116 at SHS
- 88 at RMS
- 7 at BCA, includes two Part-time positions
- 157 at Elementary Schools
- 5 Pre-School teachers
- 82 positions shared between schools (see list to follow)
- Total 430, includes grant funded positions

Shared Staff among all schools	Total	Teacher's Contract
Speech K to 12	9	9
Speech pre-school	4	4
Speech Asst.	3	
OT	8	8
COTA (assistant)	1	
School Psychologists	3	3
ESOL	3	2
Art (elementary)	3	3
PE (elementary)	3	3
Music (elementary)	5	5
Tech (elementary)	3	3
Nurse	10	10
Nurse Secretary	1	
LPN	1	
LMA	2	
LNA/MINA	3	
C/C	9	2
Maintenance	11	
	82	52

Special Education Teaching Positions

- 12 teachers and 30 paras at SHS
- 15 teachers and 24 paras at RMS
- 1 teacher and 2 paras at BCA
- 27 teachers and 104 paras at Elementary Schools
- 5 teachers and 8 Pre-School paras

Reading Specialist and reading teachers

- **(Required services at the Elementary level)**
- 2 at RMS
- 14 at the Elementary Level

Guidance

- Elementary Level, required 1 to 500
- Current 8.5
- Secondary 1 to 300
- SHS, 6, plus a Social Worker and Special Education Counselor
- RMS, 6, one special education counselor, plus two program counselors
- BCA, Counselor/Nurse

Administrators (School Based)

- 24 Total
- SHS 7
 - Principal, Deputy, 2 Assistant Principals, CTE Director, AD, Special Education Director
- RMS 4
 - Principal, 2 Assistant Principals, 1 Special Education Director
- BCA 1, Director
- Elementary 12 Total
 - Principals 8
 - Assistant Principals 3
 - Pre-School Coordinator 1

Central Office Staff

- Total = 26
- Supt (1), Admin Asst. (1)
- Asst. Supt. (1), Admin Asst. (1)
- Receptionist (1)
- Student Database manager (1)
- CIA Coaches (2)
- HR Director (1)
- Assistant (1)
- Business Administrator (1)
- Accountant (1)
- Payroll, Benefits, Accounts payable, Purchasing (4)
- **Special Ed.**
- Administrator (1), Admin. Asst. (1)
- Truant Officer, Court Liaison, ODD liaison (3)
- Medicaid Coordinator (1)
- SS/HS Admin (1), Admin. Asst. (1)
- Title I Director (1)
- Homeless Liaison (1)