

**Rochester School Board**  
Personnel Committee Minutes  
School Department Board Room  
July 27, 2017

**Members Present:**

Mrs. Jennifer Bryant, Chair  
Ms. Julie Brown  
Ms. Nichole Guptel

**Members Absent:**

Mrs. Audrey Stevens

**Also Present:**

Mr. Michael Hopkins  
Guests

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

Ms. Brown moved, second by Ms. Guptel, to recommend the Committee accept the resignation of Mae Burnap, Elementary Teacher. The motion carried unanimously.

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

Joshua Annis.....	Entry Level PC Technician
Jaime Frost .....	Special Education Teacher
Patrick Kelcourse.....	Mathematics Teacher
Lisa Kumph .....	Health Occupations Teacher
Sydney McAllister.....	Para-Educator
Kara Small.....	Custodian

The motion carried unanimously.

Ms. Brown moved, second by Ms. Guptel, to adjourn. On a unanimous vote, the Committee adjourned at 5:46 p.m.

Respectfully Submitted,

Mrs. Jennifer Bryant, Chair

**Rochester School Board**  
Personnel Committee Minutes  
School Department Board Room  
July 6, 2017

**Members Present:**

Mrs. Audrey Stevens, Vice-Chair  
Ms. Julie Brown  
Ms. Nichole Guptel (6:03 pm)  
Mr. Robert Watson (appointed)

**Members Absent:**

Mrs. Jennifer Bryant

**Also Present:**

Mr. Michael Hopkins  
Ms. Linda Casey  
Mr. Thomas J. Jean  
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 Mr. Watson, to approve the minutes of the June 1, 2017 Personnel Committee meeting. The motion carried unanimously.

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

Crystal Bailey .....	Para-Educator
Karrah Buzzard.....	Para-Educator
Sonya Cusack McCafferty.....	Mathematics Teacher
Carla Dearborn .....	Guidance Counselor
Kimberly Desrochers.....	Elementary Teacher
Sierra Dolce .....	Social Studies Teacher
Salvatore Guzzardi .....	Para-Educator
Daniel Pike .....	Custodian
Nicole Reilly.....	Elementary Teacher
Marleah Wentworth.....	English Teacher

The motion carried unanimously.

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

Rachel Allen .....	Elementary Teacher
Jillian Calderara.....	Elementary Teacher
Bridget Combes .....	Elementary Teacher
Melissa Couture.....	Reading Interventionist
Jennifer Dayhoof .....	Social Studies Teacher
Matthew Gray .....	Science Teacher
Christine Gregoire .....	English as a Second Language Para-Educator
Jordan Hanson .....	Special Education Teacher
Bobbi LaChance .....	Mathematics Teacher
Nicole Palmer .....	Music Teacher
Michelle Shaw .....	Para-Educator
Mary Sullivan .....	Elementary Teacher
Carolyn Tomasino .....	Special Education Teacher
John Waters .....	Social Studies Teacher
Brianna Boucher .....	Para-Educator
Marcey Buchakjian-Tweedy .....	Art Teacher
Heather Leas.....	Library Para-Educator
Kara Messinese.....	Mathematics Interventionist
Angela O'Keefe.....	General Special Education Teacher

Shaune Shields ..... (part-time) School Nurse  
Kristen Williams.....Elementary Teacher

The motion carried unanimously.

Ms. Brown moved, second by Ms. Gupta, to recommend that the Board approve the following Department Head nominations:

Karen Good .....Art  
Jason Eberl & Robert Nienhouse ..... CTE  
Susan Westfall .....English  
Karen McDermott.....Guidance  
John Vasalle & Karrie Brady ..... Mathematics  
Joanne Houston ..... District Music  
Sheila Colson..... District Physical Education  
Marilyn Shepardson & John Duplinsky ..... Science  
Frederick Apt..... Social Studies  
Stacey Partridge..... Special Education  
Lee Sims ..... World Language

The motion carried unanimously.

Ms. Brown moved, second by Mr. Watson, to recommend that the Committee approve the following Special Education Extended School Year nominations:

Mary Else ..... Teacher  
Kerry Husted ..... Para-Educator  
Chelsea Belinsky ..... Para-Educator  
Kristi Olivares ..... Para-Educator  
Susan Webster ..... Para-Educator  
Melody Goodrow ..... Para-Educator

The motion carried unanimously.

Mr. Watson moved, second by Ms. Brown, to recommend that the Committee approve the High School Summer School nominations as follows:

Erin Kelly .....Director/Teacher  
Miranda Shorty ..... Teacher  
Steven Prescott ..... Teacher  
Lee Sheedy ..... Teacher  
Caitlen Madore ..... Teacher  
Stacy Horne ..... Teacher  
Mark Blaisdell ..... Teacher

The motion carried unanimously.

Ms. Gupta moved, second by Ms. Brown, to recommend the Finance Committee approve the stipend requests for Karrie Brady and Shannon Caron in the amount of \$1,500.00 each for Master Scheduling. The motion carried unanimously.

Ms. Brown moved, second by Mr. Watson, to recommend to the Board for second reading and approval of the 21<sup>st</sup> Century Community Learning Center Program Director job description. The motion carried unanimously.

The Committee recommends to the Board for first reading the amended School Counselor job description. The motion carried unanimously.

Ms. Guptel moved, second by Ms. Brown, to recommend the Board approve the termination of employment for JD., Para-Educator. The motion carried unanimously.

Ms. Guptel moved, second by Ms. Brown, to recommend the Board approve the Administrator nomination of Bryan Kelliher, Bud Carlson Academy Principal. The motion carried unanimously.

Ms. Brown moved, second by Ms. Guptel, to adjourn. On a unanimous vote, the Committee adjourned at 6:08 p.m.

Respectfully Submitted,

Mrs. Audrey Stevens, Vice-Chair

**TITLE:** 21<sup>st</sup> Century Community Learning Center Program Director **DRAFT**

**QUALIFICATIONS:**

1. Holds a Bachelor's Degree or higher in a field related to education, social services, counseling or recreation.
2. Minimum of two years professional experience in work with youth or families
3. Other qualifications as may be deemed essential for successful performance in the position.
4. Such alternatives to the above as recommended by the Superintendent and deemed appropriate by the Rochester School Board.

**REPORTS TO:** Superintendent of Schools or Designee.

**JOB GOAL:** To successfully coordinate the implementation and operation of an extended school-day program at the Rochester Middle School. Students will demonstrate benefits from academic supports, enrichment and recreational activities provided after-school and during the summer.

**PERFORMANCE RESPONSIBILITIES:**

1. Manage the 21CCLC grant in accordance with State and District mandates.
2. Maintain accurate data and accounting records as stipulated by the State and District.
3. Serve as the primary liaison between the YMCA of Strafford County, the Rochester School District, and the New Hampshire Department of Education.
4. Prepare quarterly and annual program summaries, and other reports as may be required by the cooperating agencies.
5. Supervise the recruitment, selection and induction of all staff.
6. Coordinate the professional development for staff and volunteers.
7. Establish and monitor a student recruitment and selection process.
8. Develop and supervise daily program activity schedules, staff and volunteers.
9. Maintain records and reports of student activities, attendance and performance outcomes.
10. Complete an annual program evaluation regarding the effectiveness of the program and its components.
11. Develop and implement program improvements responsive to needs identified through evaluation.
12. Develop a community outreach and engagement effort to ensure community awareness and promote support.
13. Attend all 21CCLC trainings and conferences required by the NHDOE and attend staff meeting at the invitation of the YMCA or Rochester Middle School.
14. Facilitate the design and implementation of parent education and parent involvement activities.
15. Develop and implement strategies targeting sustainability of the program beyond the length of the funding cycles provided by the grant.
16. Perform other such duties as may be reasonably assigned.

**TERMS OF EMPLOYMENT:** Salary and other terms and conditions of employment shall be negotiated with an annual contract as approved by the School Board. The annual continuation of position shall be upon mutual agreement and contingent on appropriation of grant funds to maintain it.

**EVALUATION:** Performance in this position will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

**PROPOSED:** Personnel Committee - June 1, 2017

TITLE: ~~Middle School Guidance Counselor~~ School Counselor

QUALIFICATIONS: 1. Hold or be eligible for certification as a ~~Guidance~~ School Counselor.  
2. Other qualifications as may be deemed essential for successful performance in the position.

REPORTS TO: Principal, Director ~~Pupil~~ Student Services, or Designee.

JOB GOAL: ~~To help students overcome problems that impede learning and to assist them in making educational, occupational, and life plans that hold promise for their personal fulfillment as mature and responsible individuals.~~  
Provide leadership, advocacy, counseling and collaboration in order to promote student success. This includes a comprehensive school counseling curriculum that encompasses academic, social/emotional and career growth.

#### PERFORMANCE RESPONSIBILITIES:

##### ELEMENTARY/MIDDLE/HIGH SCHOOL LEVELS:

1. ~~Aids students in course and subject selection.~~  
Collaborate with other educators, administrators, family members and community agencies to support students' educational and personal growth.
2. ~~Obtains and disseminates occupational information to students and to classes studying occupations.~~  
Provide individual and small group counseling to support academic, social/emotional and career development for all students.
3. ~~Assists students in evaluating their aptitudes and abilities through the interpretation of individual standardized test scores and other pertinent data, and works with students in evolving education and occupation plans in terms of such evaluation.~~  
Collect, interpret and analyze student related data to use for program development, individual student planning and career development, while periodically assessing for efficacy.
4. ~~Communicates with parents through conferences and other means to discuss pupil's progress and interpret the school program.~~  
Develop, coordinate and implement programs and activities to enhance students' successful transitions.
5. Coordinate and/or implement early intervention services and provide counseling for students at risk.
6. Connect student and families to community resources.
7. Assist in accessing course recovery opportunities.
8. Provide outreach to the community in regards to school counseling events and activities.
9. Support new students in orienting them to the school's procedures and available opportunities.
10. Maintain certification through approved professional development.
11. Coordinate and oversee 504 plans.
- 5-12. Identifies ~~pupil~~ student needs and cooperates with other professional staff members in assessing and helping ~~pupils solve~~ students manage health, attitude, and learning problems.
- 6-13. ~~Maintains professional competence through in-service education activities provided by the district and self-selected professional growth activities.~~ Maintains certification through approved professional development.
7. ~~Registers students new to the school and orients them to school procedures and the school's opportunities for learning.~~
8. ~~Works to prevent students from dropping out of school.~~

~~Middle School Guidance~~ School Counselor

- ~~9. Remains readily available to students so as to provide counseling that will lead each student to increased personal growth, self understanding, and maturity.~~
- ~~10. Works with students on an individual basis in the solution of personal problems related to such problems as home and family relations, health and emotional adjustment as it relates to educational functioning.~~
- ~~11. Plans guidance field trips to schools, colleges, and industry for interested students.~~
- ~~12. Guides students in their participation in school and community activities.~~
- ~~13. Maintains those student cumulative records housed in the Guidance Department and protects their confidentiality. Assists parents and teachers in review of these records.~~
- ~~14. Supervises the preparation and processing of private schools, part time jobs and employment applications.~~
- ~~15. Makes recommendations to schools for admissions and scholarships.~~
- ~~16. Confers with parents, arranges and conducts conferences as needed.~~
- ~~17. Assists in the orientation of new faculty members.~~
- ~~18. Provides in service training in guidance for teachers and student teachers.~~
- ~~19. Works with parents, students, community, teachers, and other staff members to familiarize them with the general range of services offered by the Guidance Department to improve the educational prospects of all students.~~
- ~~20. Routinely consults with administrators and faculty as it relates to educational functioning.~~
- ~~21. Interprets the school's objectives and policies for students, parents, and the community.~~
- ~~22. Arranges for tutors and summer school work.~~
- ~~23. Regularly attends team planning sessions.~~
- ~~24. Routinely participates in administrative planning sessions.~~
- ~~25. Frequent classroom presentations on 2 or 3 special topics.~~
- ~~26. Supervises pupils in predetermined duties during the assigned working day.~~
- ~~27. Budget preparation.~~
- ~~28. Attends Parent Advisory Group meetings.~~
- ~~29. Supervises student activity groups.~~
- ~~30. Assists individuals and groups in attaining promotion goals.~~
- ~~31. Places each student in an appropriate academic program.~~
- ~~32. Group orientation for incoming students.~~
- ~~33. Consults with high school counselors and staff on individual and group student issues.~~
- ~~34. Helps arrange for absent students to get make-up work.~~
- ~~35. Provides academic progress information for parent and students.~~
- ~~36.14. Performs other such duties as may reasonably be assigned by the Principal, Director of Student Services -or designee.~~

**ELEMENTARY LEVEL/MIDDLE SCHOOL LEVEL:**

1. Provides classroom lessons on topics pertaining to school counseling curriculum.
2. Coordinates Functional Behavioral Assessments and Behavioral Intervention Plans.

**HIGH SCHOOL LEVEL:**

1. Aids students in course selection with emphasis on four year planning that achieves both graduation requirements and potential career/college goals.
2. Assists students in the application process for post secondary plans.
3. Provide resources to help guide students in planning for their future, including school, college, military and employment opportunities.
4. Encourage students' participation in extra-curricular activities.

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

**ADOPTED:** June 11, 1992 Board meeting.

**AMENDED:** First reading – Personnel Committee Meeting July 6, 2017