

Rochester School Board
Personnel Committee Minutes
School Department Board Room
August 3, 2017

DRAFT

Members Present:

Mrs. Audrey Stevens, Vice-Chair
Ms. Julie Brown
Mr. Thomas J. Jean (appointed)
Mr. Raymond Turner (appointed)
Mr. Robert Watson (appointed)

Members Absent:

Mrs. Jennifer Bryant, Chair
Ms. Nichole Guptel

Also Present:

Mr. Michael Hopkins
Ms. Linda Casey
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. Jean, Mr. Turner and Mr. Watson to the Personnel Committee.

Ms. Brown moved, second by Mr. Turner, to approve the minutes of the July 6, 2017 and July 27, 2017 Personnel Committee meetings. The motion carried unanimously.

Mr. Turner moved, second by Mr. Jean, to recommend the Board accept the retirement resignation of Richard Bickford, Ms. Brown opposed the motion. The motion carried by majority vote.

Ms. Brown moved, second by Mr. Turner, to recommend the Board approve the following Co-Curricular nominations:

Tyler Nutter	Class of 2018 Advisor
Erin Kelly	Class of 2018 Advisor
Jennifer Daly	Class of 2019 Advisor
Sheila Colson.....	Class of 2019 Advisor
Peter Sajko.....	Class of 2020 Advisor
Laura Lewis.....	Class of 2020 Advisor
Kimberly Griffin.....	Class of 2021 Advisor
Stacy Horne	Class of 2021 Advisor
Abra Andrews.....	High School Art Club Advisor
Ronald Goodwin.....	Auditorium Stage Manager Co-Advisor
Joanne Houston	Auditorium Stage Manager Co-Advisor
Joanne Houston	Band Director
Jeremy Jason.....	(\$1.00) Chess Club Advisor
Joanne Houston	Drama Advisor
Cheryl Richardson	Drama Musical Coach
Ronald Goodwin.....	Drama Technical Director
Donna Martin	Drama Choreographer
Cheryl Richardson	Band, Drill Master
Jordan Hanson	Future Business Leaders of America (FBLA) Co-Advisor
Tracey Mitropoulos	Future Business Leaders of America (FBLA) Co-Advisor
Tammy Kane ..	Family, Career, and Community Leaders of America (FCCLA) Advisor
Peter Sajko.....	French Honor Society Advisor
Karen Enscoe.....	Graduation Coordinator
Peter Sajko.....	Granite State Challenge Team Advisor
Lisa Kumph	Health Occupations Students of America (HOSA) Advisor
Susan Mann	Human Rights Club Advisor
Kaitlin Lindsay	Interact Club Co-Advisor
Caitlen Madore	Interact Club Co-Advisor
Jennifer Daly	Jewelry Club Advisor
David Murdoch.....	Key Club Advisor

Susan Zoller.....Latin Club/Honor Society Advisor
Jonathan RourkeLiterary Magazine Co-Advisor
Richard Moore.....Literary Magazine Co-Advisor
John VasalleMu Alpha Theta Advisor
Lee Sims National Honor Society Advisor
Britni Watkinson Outing Club Advisor
Jennifer Daly Gifted and Talented (SEARCH) Advisor
Nicole Dale..... Class Advisor, Project Graduation Facilitator
Susan MannSpanish National Honor Society Advisor
Erin Kelly Student Council Co-Advisor
Stacy Horne Student Council Co-Advisor
Erin Kelly High School Yearbook Advisor
Tyler Nutter High School Yearbook Advisor
Eric DiamondMiddle School Band Director
Zoe Jost.....Middle School Chorus Director
Michael BergeronElementary Band Director
Melissa HuntElementary Band Director

The motion carried unanimously.

Mr. Jean moved, second by Ms. Brown, to recommend the Board approve the School Counselor job description for second reading and approval. The motion carried unanimously.

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

Diane Casselberry..... Alternative Pathways Mathematics Teacher
Kristen Gagnon..... Special Education Teacher
Elaine LabrieSecretary
Jenna Martel Para-Educator
John MastroianniHVAC Teacher
Lauren McGuire Para-Educator
Miranda Shorty.....Alternative Pathways English Teacher
Clara Stanley Para-Educator
Andre VanCoesant..... Mathematics Teacher
Mellisa Vaughan Library Para-Educator

The motion carried unanimously.

Ms. Brown moved, second by Mr. Turner, to recommend the Board approve the nominations of Melissa Cardin as the Local Education Agency Project Manager. The motion carried unanimously.

Ms. Brown moved, second by Mr. Turner, to recommend the Board approve the nomination of Chris Evans as the Reading Curriculum Advisor. The motion carried unanimously.

Ms. Brown moved, second by Mr. Turner, to recommend the Board approve the following Extra-Curricular/Co-Curricular nominations:

Kristen Sturtevant.....Audio/Visual, MS
Gail Nelson..... Student Council, MS
Susan Schuler Student Council, MS
Sean Sullivan..... Intramural, MS
Lorne Lucas..... Intramural, MS

Robert Fortier Intramural, MS
David Colson Adventure Leader, MS
Zoe Jost..... Drama, MS
Kristen Sturtevant.....Drama, MS Assistant
Adam Black Guitar Club Co-Advisor
Warren Buzzell..... Guitar Club Co-Advisor
Mark Sampson..... Guitar Club Co-Advisor
Kevin Hart Bass Fishing
Hunter Hart..... Bass Fishing
Keri Devine Cheering, Varsity – Fall
Alyssa Fogarty.....Cheering, Varsity Assistant – Fall
John Shea.....Football, Varsity
Jeffrey Hunt..... Football, Varsity Assistant
Matthew Griffin..... Football, Varsity Assistant
Shane Downs Football, Varsity Assistant
Scott Doyon..... Football, Varsity Assistant
Steve Cusumano Football, Varsity Assistant
Roy Reeves..... Football, Varsity Assistant
Patrick Costin Football, Freshman
Dennis Emerson Golf, Varsity
Scott Prieto Golf, Junior Varsity
Daniel Curran (B) Soccer, Varsity
Timothy Green (B) Soccer, Varsity Assistant
Clay Prewitt..... (B) Soccer, Junior Varsity
Tony Monetta (B) Soccer, Freshman
Steven Langevin(G) Soccer, Varsity
Sheila Colson..... (G) Soccer, Junior Varsity
Michael O’Brien..... Track-Cross Country, Varsity
Elaine Menard Track-Cross Country, MS
Daniel Curran Unified Soccer
George Pendleton(G) Volleyball, Varsity
Leah Thomas (G) Volleyball, Varsity Assistant
Bridget Hart..... (G) Volleyball, Junior Varsity
Daniel Saucier McClelland Drama Co-Advisor
Sherrilynn Pedrick..... McClelland Drama Co-Advisor
Mary Melendez..... Elementary Student Council Co-Advisor
Lorna Mullen Elementary Student Council Co-Advisor
Stephen Hyzer Jump Rope Club
Carrie Feyler..... Elementary Yearbook Advisor
Holly Beaulieu..... Elementary Yearbook Advisor

The motion carried unanimously.

Ms. Brown moved, second by Mr. Turner, to adjourn. On a unanimous vote, the Committee adjourned at 6:04 p.m.

Respectfully Submitted,

Mrs. Audrey Stevens, Vice-Chair

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.~~

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

Rochester School Board
Personnel Committee Minutes
School Department Board Room
August 17, 2017

DRAFT

Members Present:

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

Members Absent:

Also Present:

Mr. Michael Hopkins
Ms. Linda Casey
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 Mrs. Danforth, to recommend the Board accept the following resignations:

Joseph Mone	Para-Educator
James Ferullo	Para-Educator
Meghan Gregoire	Para-Educator
Tara Kincaid	Para-Educator
Melana Lugo	Para-Educator
Karen Merrill	Para-Educator
Chelsea Newcomb	Para-Educator
Laura Russell	Para-Educator
Melissa Welch	School Counselor

The motion carried unanimously.

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

Cheryl Flanagan	Para-Educator
Megan Tanguay	Para-Educator
Kayla Wark	Social Studies Teacher
Ginger Darling	Mathematics Teacher
Kimberly Gates	Secretary
Linda Harte	Pre-School Para-Educator
Elizabeth Knowlton	English Teacher
Chanel Sweeney	Licensed Nursing Assistant

The motion carried unanimously.

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

Respectfully Submitted,

Mrs. Jennifer Bryant, Chair