

Rochester School Board
Personnel Committee Minutes
School Department Board Room
September 7, 2017

DRAFT

Members Present:

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

Members Absent:

Also Present:

Mr. Michael Hopkins
Ms. Linda Casey
Mr. Paul Lynch
Mr. Matthew Pappas
Mr. Kyle Repucci
Mrs. Karen Stokes
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 Mrs. Stevens, to approve the minutes of the August 3rd and August 17, 2017 Personnel Committee meetings. The motion carried unanimously.

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

Geraldine Cook.....	Para-Educator
Megan O’Leary	Para-Educator
Shelley Price.....	Secretary
Margaret Richards	Para-Educator
Hillary Sherretz	Para-Educator
Catherine Tewell	Para-Educator

The motion carried unanimously.

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

Mark Archambeault.....	Precision Machining Teacher
Susan Boisvert.....	Para-Educator
Nichole Danforth.....	School Counselor
Carissa Foley	Para-Educator
Nicole Hall	Para-Educator
Sommer Hall.....	Para-Educator
Anna LaLonde	Para-Educator
Alison Lemoyne	Para-Educator
Noel Lyons-Baker	Para-Educator
Deborah Mailhoyt.....	Second Cook/Cashier
Lorianne Martel.....	Para-Educator
Raenya Morann	Para-Educator
Jennifer Murphy	Para-Educator
Sheila O’Neill.....	Speech Pathologist
Amy Rothwell	Para-Educator
Deborah Savage.....	Second Cook/Cashier
Susan Willson.....	Para-Educator
Nicole Young	Para-Educator

The motion carried unanimously.

Mrs. Stevens moved, second by Ms. Brown, to recommend the Board approve the nomination of Eric Maserati as the Grade 7 English Curriculum Advisor. The motion carried unanimously.

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

Ashley Monetta Soccer (G) Varsity Assistant Coach
Patrick Costin Football, Freshmen Assistant Coach
Tanya Meyers Cheering, Junior Varsity Assistant Coach-Fall

The motion carried unanimously.

Ms. Brown moved, second by Mrs. Stevens, to recommend the Board accept the retirement resignation of Mary Cynthia Dodge-Hobson, Speech Pathologist. The motion carried unanimously.

Ms. Brown moved, second by Mrs. Stevens, to recommend the Systems Engineer Job Description for first reading to the Board. The motion carried unanimously.

Ms. Brown moved, second by Mrs. Stevens, to recommend the Finance Committee approve the stipend request for Karen Cotreau in the amount of \$1,000 for additional work with Special Education Teachers. The motion carried unanimously.

Ms. Brown moved, second by Mrs. Stevens, to recommend the Board approve the Administrator nomination of David Totty, Facilities Director. The motion carried unanimously.

Ms. Brown moved, second by Mrs. Stevens, to recommend the Board approve the nomination of Abra Andrews as the High School Art Department Head. The motion carried unanimously.

Ms. Brown moved, second by Mrs. Stevens, to recommend the Board approve the request for a leave of absence for Marisa Reed. The motion carried unanimously.

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

Respectfully Submitted,

Mrs. Jennifer Bryant, Chair

TITLE: **Systems Engineer** **DRAFT**

QUALIFICATIONS:

1. Hold Associate degree or College Certification in Computers.
2. Other qualifications as may be deemed essential for successful performance in the position.

REPORTS TO: Chief Technology Officer, or Designee.

JOB GOAL: To assist with ongoing development and improvement of the district's technology plan and overall maintenance and operation of the network with a focus on software/systems engineering.

PERFORMANCE RESPONSIBILITIES:

1. Maintains, repairs, installs and upgrades technology equipment with focus on software and systems integration.
2. Assists with selection of technology hardware/software to insure systems integration throughout the district.
3. Troubleshoots software/systems issues.
4. Does preventative maintenance of software/systems assets through patches, updates, configurations, etc.
5. Provides technical assistance to faculty/district employees.
6. Assists with phone/PBX issues and engineering issues.
7. Troubleshoots Smart boards/Smooth boards/ENO boards/IPEVO projection Systems.
8. Troubleshoots IPADS, Chromebooks and Mobile devices for administration purposes.
9. Review and make recommendations of technology policies and procedures.
10. Be a part of a technology team to identify and provide technology based solutions and aide teachers in the classroom.
11. Monitor and make suggestions to teacher/staff created websites under the direction of the District Webmaster.
12. Maintains proficiency with current and new technologies.
10. Perform other such duties as may reasonably be assigned.

TERMS OF EMPLOYMENT: Twelve months. Compensation and other terms and conditions of employment shall be governed by the School Board.

EVALUATION: Performance in this position will be evaluated by the Chief Technology Officer, or designee in accordance with School Board policy.

PRESENTED: September 7, 2017 Personnel meeting for first reading.