

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

**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.