

**Rochester School Board**  
Personnel Committee Agenda  
School Department Board Room  
September 3, 2020  
6:00 p.m.

**1. Pledge of Allegiance**

**2. Approval of August 6, 2020 Committee Minutes**

**3. Retirements**

Diane Dorr ..... Para-Educator  
Gerti Wooding ..... Para-Educator

**4. Resignations**

Dianne Charles..... Kindergarten Para-Educator  
Pamela Colon ..... Para-Educator  
Amanda Diamant ..... Para-Educator  
Sarah Ebner ..... Para-Educator  
James Fitzgerald..... Para-Educator  
Jaime Frost..... Foundations of Education Teacher  
Carmen Gregoire..... Preschool Para-Educator  
Ashley Hannon..... Library Para-Educator  
Donna Lombardi ..... Second Cook/Cashier  
Lori McLaughlin ..... Para-Educator  
Karen O'Brien..... Elementary Teacher  
Stephanie Phare ..... Second Cook/Cashier  
Trisha Thorpe..... Para-Educator  
Jennifer Tilden ..... Kindergarten Teacher  
Britni Watkinson..... Science Teacher  
Donna Wynot..... Permanent Lunch Substitute

**5. Nominations**

Catherine Allen ..... Pre-school Para-Educator  
Jacob Aubin ..... Custodian  
Jennifer Barton..... Custodian  
Cameron Brock..... Custodian  
Jordon Carrell ..... PC Technician  
Alison Cooper ..... Custodian  
Darcy McGlone..... Second Cook/Cashier  
Alfreda Paiva ..... School Psychologist  
Morgan Pease..... Elementary Teacher  
Callie-Jo Quint..... Para-Educator  
Tracy Roberts..... Elementary Teacher  
Sarah Smith ..... Para-Educator  
Therese Soucy..... Custodian  
Janet Stickney ..... Para-Educator

**6. Job Description**

Elementary Distance Learning Teacher ..... First Reading

**7. Request for Donation of Days**

**8. Stipend Request (Perkins Grant Funded)**

Mark Archambeault .....(\$1,500) CTE State Work

**9. Public Comment**

**10. Other**

**11. Adjournment**

Committee Members: Matthew Beaulieu, Chair, Audrey Stevens, Vice-Chair, David Camire, Paul Lynch, Matthew Munn, Brian Nicholson, Karen Stokes

**Rochester School Board  
Personnel Committee Minutes  
School Department Board Room  
August 6, 2020  
6:00 PM**

**DRAFT**

**Members Present:**

Mr. Matthew Beaulieu, Chair  
Mrs. Audrey Stevens, Vice-Chair  
Mr. David Camire  
Mr. Paul Lynch  
Mr. Brian Nicholson  
Mrs. Karen Stokes

**Members Absent:**

Mr. Matthew Munn

**Also Present:**

Mr. Kyle Repucci  
Dr. Sandy MacDonald  
Mrs. Linda Bartlett  
Mrs. Sarah Harrington  
Mr. Paul Lynch  
Mr. Matthew Pappas  
Mr. David Totty  
Guests

Mr. Beaulieu called the meeting to order at 6:02 p.m. with a quorum present. Members participated in the pledge of allegiance.

Mrs. Stokes moved, second by Mrs. Stevens, to approve the minutes of the July 2, 2020 Personnel Committee meeting. The motion carried unanimously.

Mrs. Stokes moved, second by Mr. Camire, to recommend the Committee approve the following retirement resignations:

Deborah Bonsteel.....Speech Pathologist  
Diana Dean ..... Para-Educator  
Emily Wheeler .....Custodian

The motion carried unanimously.

Mrs. Stokes moved, second by Mr. Camire, to recommend the Committee approve the following resignations:

Justin Keays .....Custodian  
Nicola McCabe ..... Secretary  
Helen Peckham ..... Second Cook/Cashier  
Margaret Tardiff ..... Para-Educator  
Paul Tentindo..... Para-Educator

The motion carried unanimously.

Mrs. Stevens moved, second by Mr. Camire, to recommend the Committee approve the following nominations:

Emily Almquist..... English Teacher  
Richard Aube ..... Custodian  
Pamela Colon..... Para-Educator  
Kimberly Emery .....Family and Consumer Science Teacher  
Karen Gundersen ..... Special Education Teacher  
Tyler Payne ..... Para-Educator  
Emily Provencher ..... Elementary Teacher  
Kimberley Ranno ..... Digital/Media Specialist  
Elizabeth Reid.....Mathematics Teacher  
Sabrina Rivers..... Special Education Teacher  
Sean Smith ..... Para-Educator  
Eden Suoth..... English Teacher

The motion carried unanimously.

Mr. Camire moved, second by Mrs. Stevens, to recommend the Board approve the Extra-Curricular nomination of Abby Harte as the Junior Varsity (G) Volleyball Coach. The motion carried unanimously.

Mrs. Stevens moved, second by Mr. Camire, to recommend the Finance Committee approve the LPN position be increased to 40.0 hours per week for the 2020-2021 school year. The motion carried unanimously.

*Other*

Mr. Lynch requested a sign be placed in the hall showing the entrance for public comment. Mr. Repucci will be sure it is done.

Mrs. Stokes informed the committee that numerous parents of special education students were told they would have answers to their school year questions after the administrator meet on Friday.

Mr. Camire asked if we would be having smaller class sizes. Mr. Repucci stated that we have actually reduced class sizes due to the restrictions and have manipulated our spaces to meet the requirements. Based on the surveys we will equalize rosters as much as possible. Maple Street School staff have already reported and it is going well. They were working with PPE and installing signage on the floors and walls this morning.

Mrs. Stevens moved, second by Mrs. Stokes, to adjourn. On a unanimous vote, the Committee adjourned at 6:15 p.m.

Respectfully Submitted,

Mr. Matthew Beaulieu, Chair

**TITLE:** **Elementary Distance Learning Teacher**

**QUALIFICATIONS:**

1. Hold or be eligible for certification as an Elementary Teacher.
2. Other qualifications as may be deemed essential for successful performance in the position.

**REPORTS TO:** Building Principal, or Designee.

**JOB GOAL:** To create a flexible elementary grade program and a virtual class environment favorable to learning and personal growth; to establish effective rapport with students; to motivate students to develop skills, attitudes and knowledge needed to provide a good foundation for middle school and high school education, in accordance with each student's ability; to establish good relationships with parents and with other staff members.

**PERFORMANCE RESPONSIBILITIES:**

1. Teaches reading, language arts, social studies, mathematics, science, health, utilizing course of study adopted by the Board of Education, and other appropriate learning activities.
2. Instructs students in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
3. Develops lesson plans and instructional materials based on district curriculum per grade level and provides individualized and, when possible, small group instruction in order to adapt the curriculum to the needs of each student.
4. Translates lesson plans into learning experiences so as to best utilize the available time or instruction.
5. Establishes and maintains standards of student behavior needed to achieve a functional learning atmosphere in the virtual classroom.
6. Evaluates students' academic and social growth, keeps appropriate records, and prepares progress reports.
7. Communicates with parents through virtual conferences and other digital means to discuss student's progress and interpret the school program.
8. Identifies student needs and cooperates with other professional staff members in assessing and helping students solve health, attitude, and learning problems.
9. Creates an effective virtual environment for learning through digital and appropriate media resources.
10. Maintains professional competence through in-service education activities provided by the district and self-selected professional growth activities.
11. Identifies and requisitions appropriate instructional aids; maintains required inventory records.
12. Assumes appropriate predetermined duties during the assigned working day.
13. Assists in the administration of web-based standardized tests, in accordance with district testing program.
14. Participates in curriculum development programs as required.
15. Participates in faculty committees and the sponsorship of student activities.
16. Performs other such duties as may reasonably be assigned.

**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.

**PRESENTED:** September 3, 2020 Personnel Committee meeting, first reading.