

FYI



Attorneys at Law

CHARIHO

AUG 13 2024
OFFICE OF THE SUPERINTENDENT

To: Chariho Regional School Committee

From: Jon M. Anderson

Date: August 13, 2024

Re: Larry Phelps v. Chariho Regional School District, RICHR No. 24, DOS 169

By now you probably have received a copy of a letter to Mr. Phelps indicating that Mr. Phelps "withdrew with settlement" this matter involving the paper packets. I was surprised as you.

Apparently, the Human Right Commission contacted Mr. Phelps who acknowledged that he was receiving paper packets. In fact, Mr. Phelps was receiving paper packets again almost six months before he filed his complaint with the Human Rights Commission.

Given that Mr. Phelps had been receiving his paper packets for months, the Human Rights Commission dismissed the matter as withdrawn with settlement. Please rest assured that there is no written settlement agreement, no admission of liability on the part of Chariho, and no payment of any funds to Mr. Phelps.



STATE OF RHODE ISLAND
COMMISSION FOR HUMAN RIGHTS



180 Westminster Street, Providence, RI 02903 Tel. 401-222-2661 Fax: 401-222-2616 Voice Relay: 711

Michael D. Évora, Esquire
Executive Director

July 30, 2024

Larry Phelps
202 A Spring Street
Hope Valley, RI 02832

RE: RICHRO NO. 24 DOS 169 EEOC NO. N/A
Larry Phelps vs. Chariho Regional School District

CHARIHO
AUG 05 2024
OFFICE OF THE SUPERINTENDENT

Dear Mr. Phelps:

The above-cited case was administratively closed on July 29, 2024 because:

- You withdrew.
- You withdrew with settlement.
- The Commission lacks jurisdiction.
- You could not be reached by phone and have not answered letters sent by the Commission, the last being mailed on N/A. Without your input, the case cannot be properly investigated. See 515-RICR-10-00-2.4(N)(1).
- You have failed to cooperate with the investigation. See 515-RICR-10-00-2.4(N)(1).
- The Complainant is deceased and the Commission cannot locate the Complainant's estate or the personal representative of the estate has failed to proceed with the charge. See 515-RICR-10-00-2.4(N)(2).
- The Respondent has filed for bankruptcy or is in receivership and the circumstances warrant administrative closure. See 515-RICR-10-00-2.4(N)(3)-(4).
- A Stipulation of Settlement has been filed in Superior Court

Sincerely,

Michael D. Évora
Executive Director
MDE/km

CC: Giná Picard, Superintendent
Chariho Regional School Committee
Karen Reynolds, Andrew McQuade, Larry Phelps, Patricia Pouliot and Jessica Purcell
Jon M. Anderson, Esq.



Chariho Regional School District
Office of the Director of Administration & Finance

455A Switch Road
Wood River Junction, Rhode Island 02894

All Kids. All of the Time.

FYI



AUG 14 2024

OFFICE OF THE SUPERINTENDENT

CATHERINE M. GIUSTI
School Committee Chairperson

GINA M. PICARD
Superintendent of Schools

EDWARD DRAPER
Director of Administration & Finance

LYNN GOUVIN
Asst. Director of Administration & Finance

To: Gina Picard
From: Ned Draper
Date: August 14, 2024
Subject: Lighting project close out, Phase II

Rhode Island Energy, our utility for electrical delivery services has reviewed each of the locations that was upgraded as part of our district wide energy management and lighting program. As a follow up to this program RI Energy surveyed all spaces and identified locations and spaces that could benefit from upgrades, and will pay for roughly \$100K in upgrades with a 100% rebate program which results in no cost to Chariho. As this project scope is from our utility, and has no cost to Chariho a formal School Committee action does not appear necessary.

Thank you.



Chariho Regional School District
Office of the Human Resources Administrator

455A Switch Road
 Wood River Junction, Rhode Island 02894

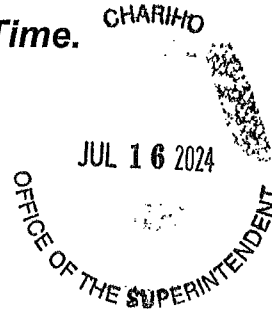
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CATHERINE M. GIUSTI
 School Committee Chairperson

KRISTEN MERRITT
 Human Resources Administrator

GINA M. PICARD
 Superintendent of Schools



TO: Gina Picard
 FROM: Kristen Merritt
 DATE: July 16, 2024
 SUBJECT: Staff Update

Name	Position	Reason
Jenny Parker	Grade 1 Teacher – Charlestown	Retirement effective 7/1/2024
Franca Bartkiewicz	Part-Time District Reading Consultant/Specialist	Resignation effective 8/28/2024
Cassandra Charette	Grade 3 Teacher – Charlestown	Resignation effective 7/7/2024
Edward (Ned) Draper	Director of Administration & Finance	Resignation effective 7/30/2024
Cynthia Hamilton	Confidential Secretary/Administrative Assistant to the Special Education Department	Appointment effective 7/1/2024
Rebecca Crosby	District Clerk – 8 hours per day, 5 days per week, 12 months per year, currently assigned to Technology	Appointment effective 8/1/2024
Elizabeth Lichatin	Part-Time District Clerk – 4.5 hours per day, 4 days per week, 159 days per year, currently assigned to High School	Appointment effective 8/5/2024
Lauren Gogolen	Grade 7/8 ELA Teacher – Middle School	Appointment effective 8/28/2024
Carrie Sisson	District Special Education Resource Teacher – currently assigned to Charlestown	Appointment effective 8/28/2024
Brittany Thulier	District Reading Consultant/Specialist (LOA) – currently assigned to Hope Valley	Appointment effective 8/28/2024
Lisa Roberts	District Part-time Teacher Assistant – 3 hours per day, 5 days per week, 10 months currently assigned to Charlestown	Appointment effective 8/28/2024
Dawn Tucker	District Part-time Teacher Assistant – 3 hours per day, 5 days per week, 10 months currently assigned to Charlestown	Appointment effective 8/28/2024
Christine Ongano	District Part-time Teacher Assistant – 3 hours per day, 5	Appointment effective

	days per week, 10 months currently assigned to Richmond	8/28/2024
Kerly Way	Grade 7/8 Science Teacher – Middle School	Appointment effective 8/28/2024
Tanya Pelletier	District Art Teacher – currently assigned to High School	Appointment effective 8/28/2024
Jessica Witham Rivard	Social Studies Content Leader – Middle School	Re-appointment effective 7/1/2024-6/30/2027
Michelle Brittain	Unified Arts Content Leader – Middle School	Appointment effective 7/1/2024-6/30/2027 (first 2 years are probationary period)
Susan Prior	FBLA Co-Advisor – High School	Appointment effective 7/1/2024-6/30/2025
Bethany MacLeod	FBLA Co-Advisor – High School	Appointment effective 7/1/2024-6/30/2025
Leroy Mason	Football, Assistant Coach – High School	Appointment effective 7/1/2024-6/30/2025
Richard Bolek	Football, Assistant Coach – High School	Appointment effective 7/1/2024-6/30/2025
William Haberek	Boys Cross Country, Head Coach – High School	Re-appointment effective 7/1/2024-6/30/2025
William Haberek	Boys Indoor Track, Head Coach – High School	Re-appointment effective 7/1/2024-6/30/2025
William Haberek	Boys Track, Head Coach – High School	Re-appointment effective 7/1/2024-6/30/2025
Dante Caouette	Boys/Girls Indoor Track, Co-Assistant Coach – High School	Re-appointment effective 7/1/2024-6/30/2025
Gabriella Rizza	Boys Volleyball, Co-Assistant Coach – High School	Re-appointment effective 7/1/2024-6/30/2025
Haley Sawyer	Boys Volleyball, Co-Assistant Coach – High School	Re-appointment effective 7/1/2024-6/30/2025
Matthew Clarke	Baseball, Head Coach – High School	Re-appointment effective 7/1/2024-6/30/2025
Kathryn McGeehan	Intramural Volleyball Coordinator – Middle School	Re-appointment effective 7/1/2024-6/30/2025
Todd Kenney	Football, Assistant Coach – High School	Re-appointment effective 7/1/2024-6/30/2025
Marc Fain	Girls Tennis, Head Coach – High School	Re-appointment effective 7/1/2024-6/30/2025
Michael (Scotty) McGuire	Girls Soccer, Assistant Coach – High School	Re-appointment effective 7/1/2024-6/30/2025

Anthony Pezzullo	Girls Soccer, Assistant Coach – Middle School	Re-appointment effective 7/1/2024-6/30/2025
Derek Adams	Wrestling, Head Coach – High School	Re-appointment effective 7/1/2024-6/30/2025
Nathan Marchione	Wrestling, Assistant Coach – High School	Re-appointment effective 7/1/2024-6/30/2025
Terrence Thomas	Wrestling, Assistant Coach – Middle School	Re-appointment effective 7/1/2024-6/30/2025
Stephen Cormier	Grade 9 Class Advisor – High School	Appointment effective 7/15/2024-6/30/2028
Ainsley Masseur	Grade 9 Class Advisor – High School	Appointment effective 7/15/2024-6/30/2028
Leanne Hackett	Advisory Redesign Launch Team Member (Teacher) – High School	Appointment effective 8/19/2024-11/30/2024
Melisa Ritacco	Advisory Redesign Launch Team Member (Teacher) – High School	Appointment effective 8/19/2024-11/30/2024
Maria (Susie) Scanapieco	Advisory Redesign Launch Team Member (Teacher) – High School	Appointment effective 8/19/2024-11/30/2024
Cassie Iacona	Advisory Redesign Launch Team Member (Teacher) – High School	Appointment effective 8/19/2024-11/30/2024
Erik Meerbach	Advisory Redesign Launch Team Member (Support)– High School	Appointment effective 8/19/2024-11/30/2024
Meghan Lefort	Advisory Redesign Launch Team Member (Support) – High School	Appointment effective 8/19/2024-11/30/2024

RECEIVED JUL - 1 2024

Jenny Parker

Wakefield, Rhode Island 02879

June 29, 2024

Superintendent Picard
Chariho Regional School District
455A Sitch Road
Wood River Junction, RI 02894

Dear Superintendent Picard,

Please accept this letter as a formal notification of my retirement from my position as 1st grade teacher at Charlestown School effective July 1, 2024. Thank you for the opportunity to be a part of the Chariho community. I will make plans with Kristen to drop off my computer and my badge. Please let me know if there is any else that you might need from me.

With gratitude,
Jenny Parker

Cc: Jennifer Poore
Kristen Merritt



Kristen Merritt <kristen.merritt@chariho.k12.ri.us>

2024-2025 school year

1 message

Franca Bartkiewicz <franca.bartkiewicz@chariho.k12.ri.us>

Tue, Jul 2, 2024 at 2:51 PM

To: Gina Picard <gina.picard@chariho.k12.ri.us>, Giuseppe Gencarelli <giuseppe.gencarelli@chariho.k12.ri.us>, Kristen Merritt <kristen.merritt@chariho.k12.ri.us>, Michael Comella <michael.comella@chariho.k12.ri.us>, Sharon Martin <sharon.martin@chariho.k12.ri.us>

Good afternoon,

I am writing to inform you of my resignation from Chariho Regional School District effective August 28, 2024

Thank You.

Sincerely,

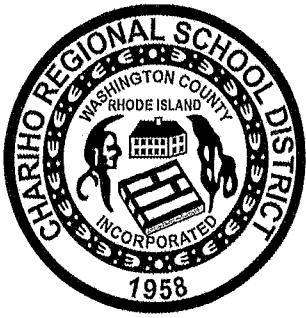
Franca Bartkiewicz

July 7, 2024

To Whom it May Concern,

I am writing this letter to respectfully resign from my position at Charlestown Elementary and in the Chariho Regional School District due to a more permanent relocation for my family. I want to thank the Chariho School district for the opportunity to teach in such an exceptional school district these past 7 years. I am grateful for the experiences and the knowledge gained while I was there. Thank you.

Respectfully,
Cassandra Charette



Chariho Regional School District
Office of the Director of Administration & Finance

455A Switch Road
Wood River Junction, Rhode Island 02894

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CATHERINE M. GIUSTI
School Committee Chairperson

RECEIVED JUL 11 2024

EDWARD DRAPER
Director of Administration & Finance

GINA M. PICARD
Superintendent of Schools

LYNN GOUVIN
Asst. Director of Administration & Finance

To: Gina Picard
From: Ned Draper
Date: July 7, 2024
Subject: Resignation

I regret to provide you my resignation effective July 30, 2024. My time with Chariho has been exceptional; due to our team, your leadership, genuine concern, and consistent student centered decision making every step of the way.

This was a very difficult decision and an opportunity to pursue career growth in our dynamic but small state does not come along often.

Thank you very much for the many successful challenges we have overcome, your guidance, and the teamwork we have enjoyed.



Kristen Merritt <kristen.merritt@chariho.k12.ri.us>

Confidential Secretary

1 message

Jennifer Durkin <jennifer.durkin@chariho.k12.ri.us>
To: Kristen Merritt <kristen.merritt@chariho.k12.ri.us>

Fri, Jun 21, 2024 at 2:43 PM

Dear Kristen,

The interview committee would like to forward Cynthia Hamilton as the candidate for the Confidential Secretary Position.

Thank you in advance for your consideration

Jennifer

Chariho Regional School District Human Resources Director Kristen Merritt Please accept my application for the position of Confidential Administrative Assistant to the Special Education Director. I have been with Chariho Special Education for 14 years. The past seven years I have been in a clerical role for Special Education. As an employee in the Special Education field as well as a school setting I have am very aware of the importance of confidentiality. My current role requires me to respond to emails, voicemails and phone calls with the staff and parents of our four Elementary School as well as our two preschools. In my role as a clerk for Child Outreach I am required to utilize the RIDE based program KIDSNET. In order to use this program training and certification was required. While in my position as a Special Education teaching assistant I was required at attend and be certified in Non-Violent Crisis Prevention and Intervention (CPI). This training has taught me strategies for de-escalating stressful situations to ensure the safety of students and coworkers. My 8 years of attending this class has allowed me to handle high stress situations as well as manage demanding timelines in a professional and efficient manner. In my past position at the computer company I was responsible for purchasing equipment. Working closely with our accounting department to balance budget with equipment need. Also working closely with our sales and technical departments to ensure products were delivered in a timely manner to meet deadlines that were contracted during the bidding process Below please find my most recent resume which highlights my current job duties. Thank you for taking the time to review my application. I look forward to speaking with you soon regarding my application. Best Regards, Cynthia Hamilton

OBJECTIVE Dependable and talented Administrative Clerk with a diverse skill set with experience in customer service. Has the ability to adapt quickly to changing environments as well as organized with the skill to multitask and complete projects on time with exceptional quality. Also is accurate, focused and observant with outstanding interpersonal, communication and troubleshooting skills and is adept at multitasking and prioritizing.

Chariho Regional school District Special Education/Child Outreach Clerk January 2015- Current Schedule Special Education Meetings. Responsibilities include scheduling, assigning evaluations, prepping, and coordinating all documents for required meetings for staff and parents. Mailings, organize completed meeting information. Updating all Special Education student files following the state of Rhode Island regulations for Special Education. Filing, answer incoming calls. Schedule Child Outreach screenings. Create files and gather consent packet materials for parents. Mail packets to parents for screening appointments. After completed screening, responsible for entering summary records into the State KIDSNET website for student records. Mail summary reports to doctors, parents, preschools, and Early Intervention staff members as needed. Schedule meetings between staff, families and Early Intervention staff as needed for preschool age children. Create mailings to notify parents of available screening dates and times.

Special Education Teachers Assistant August 2004 - January 2015 Duties could include working one on one with students assisting them with classroom assignments. Providing toileting, feeding, and transferring of students as needed. Assisting students to and from buses and classes, in generating classroom work in an on-line setting or creating worksheets for students to work, in creating game-based learning activities to assist with occupational and physical therapy reinforcement, and in the care and education of children with special needs. EDUCATION CNA certification ASL level one certification Rhode Island Support Professional certification



Chariho Regional School District

Office of the Superintendent

455A Switch Road
Wood River Junction, Rhode Island 02894

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CATHERINE M. GIUSTI
School Committee Chairperson

GINA M. PICARD
Superintendent

MICHAEL COMELLA, Ed.D.
Assistant Superintendent

June 27, 2024

Cynthia Hamilton

Charlestown, RI 02813

Dear Cindy:

Your appointment as Confidential Secretary/Administrative Assistant to the Special Education department of the Chariho Regional School District has been approved for the period beginning July 1, 2024 to June 30, 2026, unless terminated prior to June 30, 2026 by mutual agreement or pursuant to the terms set forth below. On March 1st of the year in which your appointment is scheduled to expire, the term shall automatically be extended for two years if either party does not notify the other in writing by said March 1st of its intent to allow the term to expire at the end of the current term. Your hourly rate for 2024-2025 will be \$28.00. Your hourly rate for 2025-2026 will be determined upon ratification of the NEA certified contract. You will be paid overtime as required by law for any hours beyond forty hours in any work week provided that PTO time is not used during the same work week. All overtime must be preapproved by your supervisor. Your hourly rate will be determined annually but will not be reduced. Your work-year runs from July 1 to June 30 and is 219.5 days per year. These work days exclude 15.5 legal holidays and 25 vacation days.

In addition, you are entitled to the following benefits:

Paid Time Off:

4.25 days of Paid Time Off (PTO) per quarter, with unlimited total accumulation, is provided to allow days away from work with pay for personal and professional reasons, bereavement, illness, or to care for immediate family members. PTO shall not be used for or considered as vacation time, pursuant to Rhode Island state law. Upon retirement, you may sell back to the District the first day for every three days of the first seventy-five accumulated and one day for every ten days above the first seventy-five accumulated. You must have worked for the District for at least ten years to be eligible for this benefit. If you retire prior to working for the District for ten years, you may sell back up to thirty days using the same calculation. You may also sell back up to five PTO days upon termination of employment, unless terminated for performance, so long as you have ten or more years of experience in Chariho and are not eligible to retire. In addition to Paid Time Off, additional time off with or without pay, for personal reasons, may be granted by the Superintendent.

Paid Time-Off Sell Back Option:

The option to sell back up to five days of accumulated Paid Time-Off/accumulated sick time after five years of service in your position or a similar position not in any collective bargaining unit and every five years thereafter.

Health and Dental Insurance:

Health and dental insurance equal to that provided in the teachers' collective bargaining agreement.

Retirement and Workers' Compensation Insurance:

Participation in the Employees' Retirement System; Social Security benefits in accord with FICA provisions; and Workers' Compensation Insurance.

Life and Disability Insurance:

Participation in the District's individual group term life insurance plan, with accidental death and dismemberment benefits, in the amount of \$100,000 to age seventy. Upon retirement, you may purchase the group plan for life insurance at personal expense to age 70. After you retire, your payment must be made to the District before the first of each month, or in a lump sum, or you will be dropped from the plan for that year. You may also participate in the long term disability insurance plan provided to administrators.

Performance-based Compensation:

The Superintendent may in the Superintendent's sole discretion annually approve the payment of a lump sum bonus for the purpose of recognizing excellent performance. There is no right to a bonus, and the payment of a bonus in one year does not guarantee the payment of a bonus in any other year.

Early Retirement Benefit:

If (1) your age and years of service total at least 75, (2) you have been employed for the District for at least 20 years, and (3) you are eligible to collect retirement benefits from the Employees' Retirement System of RI ("ERSRI"), you may receive the following benefits under the following conditions:

- You must notify the Superintendent of the intention to retire before January 1 st of the school year preceding the last full year of service.
- You must complete the entire school year prior to retirement.

The early retirement incentive will be calculated in the following manner: seventy minus age at time of planned retirement times \$350. The total amount for which you are eligible shall be taken in your last year of service as salary or in a lump sum payment upon retirement. In the event of your death, your beneficiary shall receive the balance of the amount due. You shall designate a beneficiary when notifying the Superintendent that you shall be retiring under the provisions of this agreement.

In addition, if you retire within the first three years of your eligibility to collect retirement from ERSRI, the District will pay a maximum of \$1,700 each year toward the cost of the District's group health plan for family coverage until age 65 or \$750 each year toward the District's group health plan for individual coverage until age 65. You are responsible for the difference.

Professional Development:

\$2,000 for position-related professional development activities, as approved by the Superintendent. In addition, one professional organization membership and one professional subscription shall be provided, as approved by the Superintendent.

This agreement is subject to the following terms regarding early termination:

Incapacity to Serve:

Should you be unable to perform your duties by reason of extended illness, accident, or other cause beyond your control, for a period of more than sixty days beyond expiration of accumulated sick leave during any school year, the School Committee may, at its discretion, make an appropriate deduction from your salary, and if your disability continues for more than 180 days, or if the nature of your disability is makes the performance of duties impossible, the Superintendent may, at the Superintendent's sole discretion, terminate you.

Just Cause:

You shall not be disciplined, reprimanded, reduced in rank or compensation, terminated or deprived of any advantage without just cause. Just cause includes, but is not limited to (1) engagement in behavior which may cause harm or a safety risk to students, parents, community members, and/or staff members, (2) engagement in unprofessional behavior with students, parents, community members, and/or staff members, (3) performance that is less than proficient, (4) violation of policy(s) or directive(s), and (5) displacement due to the non-renewal of a similarly situated employee's agreement for reasons other than performance.

If the terms set forth above are satisfactory, please countersign and date this letter and return one original to the Human Resources office.

Sincerely,



Gina M. Picard
Superintendent of Schools

Agreed to and accepted by:

 Date: 6.28.2024



Kristen Merritt <kristen.merritt@chariho.k12.ri.us>

Re: Clerk

1 message

Shawn Cole <shawn.cole@chariho.k12.ri.us>
To: Kristen Merritt <kristen.merritt@chariho.k12.ri.us>

Wed, Jul 10, 2024 at 8:50 AM

I would like to recommend we move forward with Rebecca as the technology clerk, hours 7am-3pm (730-330 would also work).

On Wed, Jul 10, 2024, 8:04 AM Kristen Merritt <kristen.merritt@chariho.k12.ri.us> wrote:
Rebecca passed the clerk's test! You can go ahead and send me an email requesting her to be appointed to the full-time District Clerk currently assigned to Technology position. What will her hours be (7-3; 7:30-3:30; 8-4)?

On Mon, Jul 8, 2024 at 4:01 PM Shawn Cole <shawn.cole@chariho.k12.ri.us> wrote:
I just interviewed Rebecca Crosby for the clerk position. I used some clerk questions I found on the admin drive... She seems like she has potential and we should see if she can pass the clerk test.

Thank you,
Shawn Cole
Chariho Regional School District
Director of Educational Technology
and Information Systems
shawn.cole@chariho.k12.ri.us
401-364-1163

7-3
start 8/1/24
5 days per week
12 months

June 24, 2024 To Whom it May Concern: Thank you for the opportunity to apply. I am interested in the Technology Clerk position. I am an administrative professional who has experience working for the Town of Charlestown and the University of Rhode Island (URI). At URI as a Senior Scientific Research Grant Assistant, my responsibilities included all aspects of grant administration from application to implementation of research grants including, budgeting, processing, tracking, hiring and ensuring continued compliance with the funding agency, federal and state laws and reporting. This position requires a strong fiscal responsibility as it is solely responsible for tracking every dollar spent on a grant from payroll to purchases. Other duties included placing purchases in a PO system and ensuring the purchases were correctly accounted for and tracked independently. Previously to my employment at URI, I served dual departments at the town of Charlestown. Where I worked in the Parks and Recreation and Wastewater Management offices for nine years and then as the Cash Accountant for the town; responsible for all accounts payable/receivable in town. During that time, I supported multiple boards and commissions, worked with the public to advocate exploration of parks, programs and beaches and developed, tracked and implemented the budget for the Parks & Recreation Department, the third largest budget in town. I have written bids for goods and services that meet town and state procurement guidelines and that follow applicable laws. My duties have included general office tasks including maintaining filing, hiring approximately seventy-five seasonal employees annually, successful grant writing, creating and tracking purchase orders; all completed independently. Other duties include creating and managing websites, and public communications including outreach materials, monthly outreach letters, issuing summons to municipal court for code violations and assisting with the municipal court. I am proficient in: Microsoft Office, Word, Excel, etc. Google Docs I have experience with various financial tracking software including infinite visions and oracle. Ability to learn databases for specific needs. For example, recreation management software utilized by Parks & Recreation, and grant building software at URI. Additionally, I have two years of college education; but no degree. At the time of this application, I received an out-of-office reply from my supervisor at URI and was not able to obtain a letter of recommendation in time for submission; but David Palazzetti can be reached at

Thank you for your time and consideration. I

look forward to meeting with you. Regards, Rebecca Crosby

Ashaway, RI 02804



Kristen Merritt <kristen.merritt@charlho.k12.ri.us>

Re: Part Time Clerk Candidate to move forward

1 message

Kristen Merritt <kristen.merritt@chariho.k12.ri.us>

Fri, Jun 21, 2024 at 11:35 AM

To: Andrea Spas <andrea.spas@chariho.k12.ri.us>

Cc: Jean Bradanini <jean.bradanini@chariho.k12.ri.us>, Heather Card <heather.card@chariho.k12.ri.us>

On Fri, Jun 21, 2024 at 11:34 AM Andrea Spas <andrea.spas@chariho.k12.ri.us> wrote:
Here is the feedback from Elizabeth L's 3rd reference:

David Campbell: I can confirm my recommendation for Liz for your position w great enthusiasm. I worked w Liz for about 5 years and she was an excellent paralegal w strong interpersonal skills and a personable demeanor. Very popular w everyone in the officel! If you need more, call me.

Andrea J. Spas
Principal
Charlho Regional High School
(401) 364-7778

Secondary Director
Rhode Island Association of School Principals

Set Goals. Work Hard. Have Fun.

On Fri, Jun 21, 2024 at 9:27 AM Andrea Spas <andrea.spas@chariho.k12.ri.us> wrote:
Hi Kristen and Gina,

Our interview team would like to recommend Elizabeth Lichatin to advance to the next stage of the interview process for the position of a part time clerk. The team feels she is a very strong candidate. See her reference checks below.

I can recommend her 100%, Liz is great, she worked for me for 5-years; I would hire her back in a heartbeat; she is engaging, smart, dedicated, easy to work with and met deadlines, she was super friendly and engaging

He recommends her and he said that she was a good employee
(he is a lawyer, he is heading into a meeting and will get back to me shortly)

Kristen, can you please reach out to her to let her know about next steps?

Andrea

Andrea J. Spas
Principal
Charlho Regional High School
(401) 364-7778

Secondary Director
Rhode Island Association of School Principals

Set Goals. Work Hard. Have Fun.

Dear Ms. Merritt, I am writing to express my interest in the opening for a part-time clerk at Chariho High School. I am drawn to this opportunity for several reasons. First, I have a proven track record of success in administrative roles, most recently in my former position as a legal assistant at a large law firm which I worked at for six years. A high level of organization and attention to detail is second nature to me, and I'm eager to apply these skills in a new and challenging environment. Secondly, I am a graduate of Chariho High School. I have been a Stay-at-Home Mom for the past five years and I am eager to re-enter the workforce. I look forward to sharing more details of my experience and motivations with you. Thank you for your time and consideration. Sincerely, Elizabeth Lichatin

Chariho Regional School District Superintendent's Interview Report

Name: <u>Lauren Gogolen</u>	Date of Interview: <u>06/27/2024</u>
Position: <u>Grade 7/8 ELA Teacher</u>	FTE: <u>1.0</u>
Building: <u>Middle School</u>	Starting Date: <u>08/28/2024</u>

Individuals Present for Interview: Gina Picard

Years of Full-Time Public-School Teaching Experience in RI: 8

Years of Military Experience: 0

Years of Private School/Out-of-State Experience: 8

Currently Tenured in Another RI District: No

Decision: Recommended Not Recommended

Salary Step Placement Step 11 (\$95,742)

Master's Degree in Area Directly Related to Posted Position M +30 (\$3,179)

Subject Matter Training Compensation N/A


Have you been a member and contributed to the RI retirement system? Yes No

Employment Notes:

1. Offer of employment is contingent upon submission of all required application materials, including but not limited to a criminal background investigation with no disqualifying information, completion of Chariho, state and federal forms; RI Department of Health requirements, and statements of service (if applicable) by 08/26/2024.

Other Items Discussed:

1. New Teacher Orientation (08/20-08/22/2024)
2. Professional Development (08/29/2024)
3. Orientation Day (08/28/2024)
4. 1:1 Initiative
5. Salary and Health Benefits
6. 10-day Rule (if applicable)



Superintendent of Schools

Search Committee Chariho Middle School Dear Members of the Search Committee, I am writing to express my interest in the English Language Arts position at Chariho Middle School. I am interested in joining your learning community where education is valued and students' success is celebrated. As detailed below, my philosophy of education, credentials, and diverse experiences across settings, support my candidacy for this position. I strongly believe that all students possess the ability to learn and grow. I love working collaboratively with staff members and learners to make sure each and every student is receiving what they need in order to thrive. I believe that school should be a place where students can develop a love of learning, while also feeling comfortable making mistakes as part of growth. I earned my BA in English Education at Boston University in 2004, my Master of Arts in Teaching in Curriculum and Instruction from Gordon College in 2007, and my licensure in Special Education from Salem State University in 2011. I believe that these relevant degrees have laid the groundwork for success in this role. Over my career, I have worked with learners of all ages and abilities. During my time with the BU Intergenerational Literacy Program and as a private tutor in Barcelona, I taught adults English through a variety of speaking, reading, and writing activities. I have recently had the pleasure of mentoring practicum students from both Providence College and University of Rhode Island, helping to prepare them for the classroom. I modeled lesson planning and gave feedback on lessons that they taught. In my 16 years in public secondary education, I have strived to meet the diverse needs of all of my students, most recently focusing on writing using the Self-Regulated Strategy Development Writing program. I have found this program to be extremely useful with my students, working towards the goal of creating independent writers. Through all of these roles over the years, it is always clear to me that my passion lies in middle school education. I have lived in Richmond since 2013 and have two children who attend Chariho schools. My son, Teddy, is completing 5th grade at CMS, while my daughter, Lena is finishing 3rd grade at Richmond Elementary School. My children have had extremely positive experiences at their schools. I have enjoyed every opportunity that I have had to volunteer and be part of the Chariho school community, from field days to literacy nights to school field trips. I am excited about the possibility of teaching full-time in your district and helping other children in my community succeed and grow as mine both have. I am excited at the prospect of joining the Chariho Regional School District's educational community where I can collaborate with colleagues to provide individualized, responsive supports to all learners. I am committed to the growth of each and every learner. My experience and passion for teaching, along with my experience, make me a great candidate for this position. Thank you for your consideration and I look forward to hearing from you. Sincerely, Lauren Gogolen

Lauren Gogolen

West Kingston, Rhode Island 02892

Education

Salem State University

Salem, Massachusetts

Teacher Certification Program

Major: Mild and Moderate Disabilities

GPA: 4.000

Attended January 2010 to May 2011

Degree conferred May 2011

Transcript

(1.0MB)

Gordon College

Wenham, Massachusetts

Master of Arts in Teaching

Major: Curriculum and Instruction

GPA: 3.950

Attended January 2006 to May 2008

Degree conferred May 2008

Transcript

(370KB)

Boston University

Boston, Massachusetts

Bachelor of Science

Major: English Education

Attended September 2000 to May 2004

Degree conferred May 2004

Transcript

(234KB)

Experience

Foster-Glocester Regional School District

Special Education Teacher

North Scituate, RI

Aug 2016 -

Jun 2017

Reason for leaving: I am looking for opportunities to return to urban education, specifically in an English/Language Arts classroom.

Supervisor: Patricia Marcotte (4016473361)

Experience Type: Professional/Work, Full-time

Please **do not** contact this employer

East Providence School District

English Language Arts teacher

East Providence, RI

Aug 2017 - Present

Reason for leaving: I am looking for a job closer to home. I would love the opportunity to work in this district in which I live.

Supervisor: Martin Middle School ()
Experience Type: Professional/Work, Full-time
Please **do not** contact this employer

Revere Public Schools
Classroom Teacher (English and Special Education)
Revere, MA

Aug 2005 -
Jun 2013

Reason for leaving: Relocation
Supervisor: Dr. Cindy Evans (7813883500)
Experience Type: Public School, Full-time
It is **OK** to contact this employer

Community Service Club Advisor

During my time at Rumney Marsh Academy, I was the advisor for the community service club, Helping Hands. Our club participated in my community service projects, both in our school and in the larger community. We were responsible for the school's recycling, spending one afternoon each week collecting bins from each classroom. For Thanksgiving and Christmas, our club ran food drives. We would put together 20 baskets, complete with a turkey, for families in our school who were in need. We donated extra items to a local food pantry. Our club's biggest project was participating in Project Bread's Walk for Hunger, a 20 mile walk in Boston to support Massachusetts' fight against hunger. With a team of about 150 students, teachers, and family members, we would raise money and head into Boston to complete the walk. Each year, I would run into former students who continued to go into Boston on their own to participate. I felt honored to have worked with so many students who were able to look beyond their own needs and do their part in making our community a great place to be. I look forward to becoming an active member of your school's extracurricular community.



Kristen Merritt <kristen.merritt@chariho.k12.ri.us>

2 ELA teacher

1 message

Gregory Zenion <gregory.zenion@chariho.k12.ri.us>
To: Kristen Merritt <kristen.merritt@chariho.k12.ri.us>

Mon, Jun 24, 2024 at 12:09 PM

Dear Kristen,
The CMS hiring committee would like to move Lauren Gogolen forward in the hiring process for the position of 1.0 7/8 English teacher.
Please let me know if you have any questions.
Thanks,
Greg

Chariho Regional School District Superintendent's Interview Report

Name: Carrie Sisson Date of Interview: 06/27/2024
Position: Special Education Teacher FTE: 1.0
Building: District – currently assigned to Charlestown Starting Date: 08/28/2024

Individuals Present for Interview: Gina Picard

Years of Full-Time Public-School Teaching Experience in RI: 0
Years of Military Experience: 0
Years of Private School/Out-of-State Experience: 0
Currently Tenured in Another RI District: No

Decision: Recommended Not Recommended

Salary Step Placement Step 3 (\$54,321)

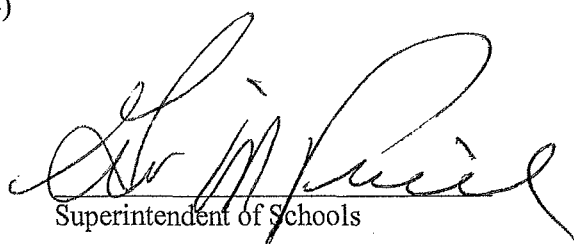
Master's Degree in Area Directly Related to Posted Position \$2,106

Subject Matter Training Compensation N/A

Have you been a member and contributed to the RI retirement system? Yes No

Employment Notes:
1. Offer of employment is contingent upon submission of all required application materials, including but not limited to a criminal background investigation with no disqualifying information, completion of Chariho, state and federal forms; RI Department of Health requirements, and statements of service (if applicable) by 08/26/2024.

- Other Items Discussed:
1. New Teacher Orientation (08/20-08/22/2024)
 2. Professional Development (08/29/2024)
 3. Orientation Day (08/28/2024)
 4. 1:1 Initiative
 5. Salary and Health Benefits
 6. 10-day Rule (if applicable)


Superintendent of Schools



Kristen Merritt <kristen.merritt@chariho.k12.ri.us>

Special Education Candidate

1 message

Jennifer Durkin <jennifer.durkin@chariho.k12.ri.us>
To: Kristen Merritt <kristen.merritt@chariho.k12.ri.us>
Cc: Jennifer Poore <jennifer.poore@chariho.k12.ri.us>

Mon, Jun 24, 2024 at 8:28 AM

Dear Kristn,

The interview committee would like to forward Carrie Sisson for the District Special Educator assigned to Charlestown Elementary School.

Thank you for your consideration

Jennifer

Carrie Sisson

Richmond, RI 02832

May 31,

2024 Kristen Merritt 455A Switch Road Wood River Junction, Rhode Island 02894 Dear Ms. Merritt, As a graduate completing my elementary and special education studies in June, I am excited to see an opening in your special education department. As a student teacher, I gained experience working with students who have an autism diagnosis in a specialized autism spectrum disorder (ASD) program. My experience included working collaboratively with classroom teachers to provide in classroom support for students to access the curriculum. Additionally, I utilized social-emotional curricula such as "We Thinkers" to assist students during whole class lessons and facilitated small group instruction in the special education classroom. My earlier work experience has allowed me to work flexibly with a diverse population of individuals to encourage growth and provide skills to become good citizens. These opportunities also solidified my lifelong dream to become a teacher. With this experience, I am confident that while working alongside families and other service providers, I will be a strong candidate for the position as a special educator in your elementary school. I will work to provide instruction that allows students to grow and achieve to their fullest potential, while ensuring compliance with the regulations and laws of IDEA. Thank you so much for considering my application and I look forward to hearing from you in the near future! Sincerely, Carrie Sisson

CARRIE SISSON

Elementary Teacher

Richmond, RI 02832

PROFILE

I am a passionate educator looking forward to collaborating with other educators to ensure students receive their education in an inclusive environment that encourages growth.

EMPLOYMENT HISTORY

- ❖ **Special Education Student Teacher, Westerly Public Schools.....** Mar 2024-Present
Westerly
 - Work in partnership with the general educator and service providers to support the students we serve by creating goals, accommodations, and modifications so that students have better access to the curriculum.
 - Monitor student progress toward their IEP goals.
 - Administering relevant testing to assess students' baseline to create meaningful goals and show progress in their learning.
 - Work with the input of families to create an IEP that supports the student's functional and educational goals.
 - Communicate directly with the paraprofessionals about how to utilize supplementary material provided for students as well as communicate daily observations of the students we support.
 - Create, implement, and track the effectiveness of behavior intervention plans.

- ❖ **General Education Student Teacher, Westerly Public Schools.....** Nov 2024-Mar 2024
Westerly
 - Prepare daily lesson plans utilizing common core standards cohesively with district provided curriculum.
 - Develop differentiated materials to allow access to grade-level content for students.
 - Create a safe learning environment where students feel they can explore and share their ideas.
 - Utilize PBIS (positive behavioral interventions and supports) methods in the classroom to encourage a positive classroom environment and culture.
 - Utilize formative assessment to adjust and reteach during whole group or small group instruction.
 - Utilize Aims Web Assessment data to create small group instruction to meet student needs.

- ❖ **Long Term Substitute: Reading Specialist, Chariho Regional School District.....**Sept 2023-Nov 2023
Richmond
 - Utilize the district provided curriculum and resources that support the ideas of the science of reading.
 - Provide small group instruction to students on my caseload.
 - Work in collaboration with reading specialists and the ELA fellow to create reading support for students in K-4.
 - Create reading supports in a variety of modalities to provide entry points to diverse learners.

- ❖ **Building Substitute, Chariho Regional School District.....**Mar 2021-Sept 2023
Richmond
 - Implement daily plans provided by the classroom teacher including whole group and small group instruction.
 - Understand and carry out district-provided curricula for grade levels K-4.
 - Work in partnership with classroom teachers to provide lessons that support all students including differentiated materials.
 - Special educator meeting coverage providing push-in support and small group instruction.
 - Reading and math specialist meeting coverage providing small group instruction.
 - Work collaboratively with administrators, teachers, paraprofessionals, and other substitute teachers to provide the support the building needed by the day.

- ❖ **Lead Residential Assistant, Providence Center.....**2016-2018
Richmond

- Responsible for direct support staff schedules including shift coverage and submitting hours for pay.
- Provide individual/group supervision for direct support staff.
- Order supplies and ensure the facility is in working order including submitting work orders.
- Work directly with clients including intake and discharges.
- Run recovery based groups including life skills education for clients.
- Supervise clients administering their medication.

❖ **Case Manager/Hospital Liaison, South Shore Center.....**2013-2016
Charlestown

- Coordinate care with Psychiatric doctors and medical providers.
- Work with clients and team members on individual treatment plans.
- Assist clients with making medical appointments.
- Find appropriate community resources to meet the client's individual needs.
- Act as liaison between team and mental health hospitals/addiction treatment centers.
- Coordinate mental health hospital/addiction treatment center discharges.

EDUCATION

❖ **Johnson and Wales University.....**Sep 2022-Jun 2024
Master of Arts in Teaching (M.A.T.) Elementary Education/ Elementary Special Education Providence

❖ **Rhode Island College.....**Sep 2004-May 2009
Bachelor of Arts in Mass Communication North Providence

SKILLS

- **Collaboration:** With team members.
- **Organization:** Classroom environment as well as documentation.
- **Quick thinking:** Able to process and adjust as needed by students or administration.

REFERENCES

❖ **Karen Reynolds.....**(401) 447-8882
Middle School Teacher, Exeter-West Greenwich Regional School District

❖ **Sharon Martin.....**(401) 539-2441
Elementary School Principal, Chariho Regional School District Sharon.Martin@Chariho.k12.ri.us

❖ **Nicole Roberts.....**(401) 932-8362
General Education Teacher, Westerly Public Schools NRoberts@Westerly.k12.ri.us

❖ **Jennifer Flamand.....**(401) 749-2792
Special Education Teacher, Westerly Public Schools JFlamand@Westerly.k12.ri.us

Chariho Regional School District Superintendent's Interview Report

Name:	<u>Brittany Thulier</u>	Date of Interview:	<u>06/13/2024</u>
Position:	<u>Reading Consultant/Specialist - LOA</u>	FTE:	<u>1.0</u>
Building:	<u>District – currently assigned to Hope Valley</u>	Starting Date:	<u>08/28/2024</u>

Individuals Present for Interview: Gina Picard

Years of Full-Time Public-School Teaching Experience in RI: 6

Years of Military Experience: 0

Years of Private School/Out-of-State Experience: 0

Currently Tenured in Another RI District: No

Decision: Recommended Not Recommended

Salary Step Placement Step 7 (\$68,993)

Master's Degree in Area Directly Related to Posted Position \$2,106

Subject Matter Training Compensation N/A

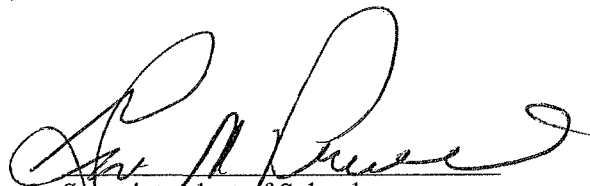
Have you been a member and contributed to the RI retirement system? Yes No

Employment Notes:

1. Offer of employment is contingent upon submission of all required application materials, including but not limited to a criminal background investigation with no disqualifying information, completion of Chariho, state and federal forms; RI Department of Health requirements, and statements of service (if applicable) by 08/26/2024.

Other Items Discussed:

1. New Teacher Orientation (08/20-08/22/2024)
2. Professional Development (08/29/2024)
3. Orientation Day (08/28/2024)
4. 1:1 Initiative
5. Salary and Health Benefits
6. 10-day Rule (if applicable)



Superintendent of Schools



Kristen Merritt <kristen.merritt@chariho.k12.ri.us>

Reading Specialist Opening

1 message

Giuseppe Gencarelli <giuseppe.gencarelli@chariho.k12.ri.us>

Wed, Jun 26, 2024 at 11:35 AM

To: Gina Picard <gina.picard@chariho.k12.ri.us>, Kristen Merritt <kristen.merritt@chariho.k12.ri.us>, Donna Sieczkiewicz <donna.sieczkiewicz@chariho.k12.ri.us>

Cc: Kerry Pastore <kerry.pastore@chariho.k12.ri.us>, Sharon Martin <sharon.martin@chariho.k12.ri.us>

Hello,

I would like to forward Brittany Thulier for the 1 year reading specialist position. She had a great interview, her written response was flawless, and her references raved about her. Thank you.

Sincerely,

Giuseppe Gencarelli (Mr. G), Principal
Hope Valley Elementary School
Website: <https://hopevalley.chariho.k12.ri.us/>

To Whom it May Concern, My name is Brittany Thulier and am completing my seventh year as an educator. I am a 2017 graduate of the University of Rhode Island. I received a Bachelor of Science degree in Human Development and a Bachelor of Arts degree in Elementary Education, both with cum laude honors. I also earned my Masters Degree to pursue a career as a Reading Specialist in 2019. Throughout my college career, I had been accepted into URI's education honors society, been a student ambassador for the School of Education during Accepted Students Days, and worked alongside incredible teachers in Providence, RI, Woonsocket, RI, and Richmond, RI to gain teaching experience. I spent the last two months of the 2016-2017 school year as a substitute teacher for different grade level positions in the Warwick Public Schools. I also worked as a fourth and first grade teacher at Blackstone Valley Prep's ES1. I have experience working as a reading specialist with kindergarten through sixth grade as my most recent work experience. I planned our school's ELA tutoring curriculum for the 2023-2024 school year. I administered schoolwide meetings and participated in the Reading Week committee. I believe I would be a strong candidate for a position in your school because I can use my experience as both an experienced elementary school teacher and experienced reading specialist to foster a love of learning and a dedication to teaching best practices. I look forward to hearing from you soon. Sincerely, Brittany Thulier

Brittany Jill Thulier

Warwick, Rhode Island 02886

Education

Reading Specialist Degree

Phoenix, Arizona

Master of Education

Major: Master of Arts in Reading

GPA: 4.000

Attended January 2018 to June 2019

Degree conferred June 2019

University of Rhode Island

Kingston, Rhode Island

Bachelor of Arts

Major: RI

GPA: 3.300

Attended September 2013 to May 2017

Degree conferred May 2017

Medway High School

Medway, Massachusetts

GPA: 3.000

Attended September 2009 to May 2013

Degree conferred May 2013

Experience

Blackstone Valley Prep Mayoral Academy

Elementary School Teacher Teacher

Cumberland, RI 02863

I am completing my fifth school year as an elementary school teacher. I spent the first year working as a fourth grade teacher and taught ELA and Science. For the past four years, I have taught first grade. I am responsible for teaching Math, Guided Reading, Phonics, ELA and Science lessons along with supporting Writing providing RTI instruction.

Nov 2017 -

Mar 2022

Reason for leaving: My dream is to pursue a career as a Literacy Coach/ Specialist and that position is not available at the elementary level for my district.

Supervisor: Joy Souza (401-335-3133)

Experience Type: Professional/Work, Full-time

Please **do not** contact this employer

Blackstone Valley Prep Mayoral Academy

Long- term sub.

291 Broad St, Cumberland, RI

I went through BVP's new hire training cohort starting August 7, 2017. I filled in for a kindergarten teacher's long-term maternity leave until November, 2017. I am in charge of leading instruction for most

Aug 2017 -

Nov 2017



Kristen Merritt <kristen.merritt@chariho.k12.ri.us>

Lisa Roberts

1 message

Sharon Martin <sharon.martin@chariho.k12.ri.us>

Tue, Jun 25, 2024 at 11:48 AM

To: Kristen Merritt <kristen.merritt@chariho.k12.ri.us>, Jennifer Poore <jennifer.poore@chariho.k12.ri.us>

Our interview team selected Lisa Roberts for the K TA position at either RES or CES.

--
Sincerely,
Sharon Martin
Principal, Richmond Elementary School
190 Kingstown Road, Wyoming, RI 02898
401-539-2441
"We Shine!"

Charlestown
3 hours per day
5 days per week
10 months
10-1

June 1,2024 Public Schools Re: Teacher Assistant Dear Hiring Manager, I am writing to express my interest in the teacher Assistant position. I am a very self motivated and progress driven worker. I have an extensive background in Early Childhood . I enjoy helping children build confidence in themselves and to grow and explore. I feel I would be a great positive addition to the early childhood program. I have years of experience in the classroom, planning curriculum and working with special needs children.I have worked in a intergrated pre k classroom for 2 school years. Thank you for your time, I am looking forward to speaking with you and discussing the opportunity to become a team worker in the education of young children. Thank you for your time . Sincerely, Lisa Roberts



Kristen Merritt <kristen.merritt@chariho.k12.ri.us>

1 message

Jennifer Poore <jennifer.poore@chariho.k12.ri.us>
To: Sharon Martin <sharon.martin@chariho.k12.ri.us>
Cc: Kristen Merritt <kristen.merritt@chariho.k12.ri.us>

Tue, Jun 25, 2024 at 12:12 PM

Hi Kristen

Our TA interview committee has also selected Christine Ongano for either RES or CES and Dawn Tucker for CES.

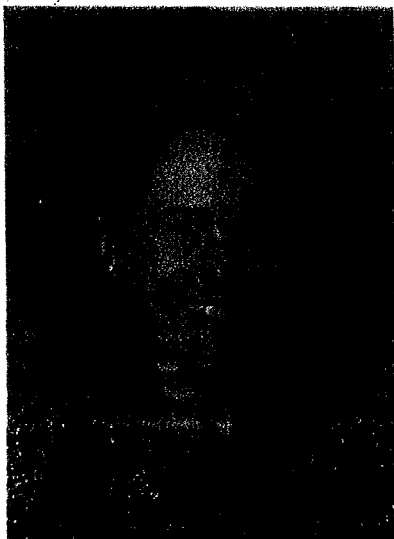
Thanks
Jen

3 hours per day
5 days per week
10 months

10-1

--
Jennifer J. Poore
Principal
Charlestown School
2020 Blue Ribbon School
2018 RI Principal of the Year

363 Carolina Back Road
Charlestown RI 02813
(401) 364-7716



Good Morning! I would love to come back to Charlestown Elementary as a TA. I have worked there previously and really enjoyed my time there! I hope you will consider me for the position . Thank you



Kristen Merritt <kristen.merritt@chariho.k12.ri.us>

1 message

Jennifer Poore <jennifer.poore@chariho.k12.ri.us>
To: Sharon Martin <sharon.martin@chariho.k12.ri.us>
Cc: Kristen Merritt <kristen.merritt@chariho.k12.ri.us>

Tue, Jun 25, 2024 at 12:12 PM

Hi Kristen

Our TA interview committee has also selected Christine Ongano for either RES or CES and Dawn Tucker for CES.

Thanks
Jen

On Tue, Jun 25, 2024 at 11:49 AM Sharon Martin <sharon.martin@chariho.k12.ri.us> wrote:
Our interview team selected Lisa Roberts for the K TA position at either RES or CES.

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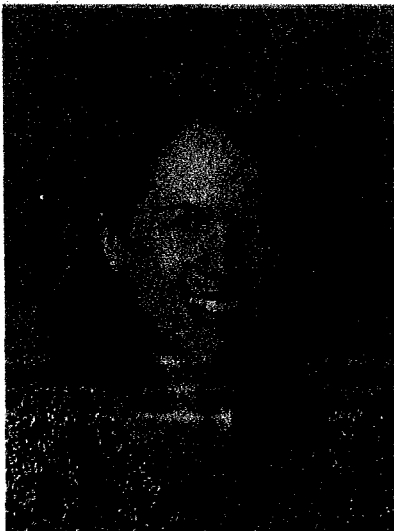
Sincerely,
Sharon Martin
Principal, Richmond Elementary School
190 Kingstown Road, Wyoming, RI 02898
401-539-2441
"We Shine!"

Richmond
3 hours per day
5 days per week
10 months
9-12

--

Jennifer J. Poore
Principal
Charlestown School
2020 Blue Ribbon School
2018 RI Principal of the Year

363 Carolina Back Road
Charlestown RI 02813
(401) 364-7716



To: Kristen Merritt, Human Resources Administrator 455A Switch Road Wood Rover Junction, Rhode Island 02894 RE: 3-hr Paraprofessional Job ID: 4657887 June 17, 2024 Ms. Merritt, I am writing to express my sincere interest in the posted 3-hr Paraprofessional position in the Chariho Regional School System. My resumé is attached for your consideration. For the past six years, I have worked in Coventry Schools as a 3-hr PreK teacher's assistant. I have loved my job as well as the kids. Unfortunately due to restructuring, I am looking for a new home. I have attached a letter of recommendation from my Assistant Principal, Sara Bogdan & am awaiting more letters from other individuals. If you feel I may be a good fit for your district, please contact me at your convenience. I look forward to hearing from you. Sincerely, Christine E. Ongano

Chariho Regional School District Superintendent's Interview Report

Name: Kerly Way Date of Interview: 06/27/2024
Position: Grade 7/8 Science Teacher FTE: 1.0
Building: Middle School Starting Date: 08/28/2024

Individuals Present for Interview: Gina Picard

Years of Full-Time Public-School Teaching Experience in RI: 1

Years of Military Experience: 0

Years of Private School/Out-of-State Experience: 15

Currently Tenured in Another RI District: No

Decision: Recommended Not Recommended

Salary Step Placement Step 11 (\$95,742)

Master's Degree in Area Directly Related to Posted Position \$2,106

Subject Matter Training Compensation N/A

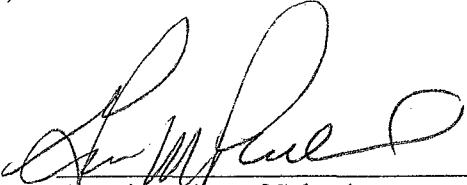
Have you been a member and contributed to the RI retirement system? Yes No

Employment Notes:

1. Offer of employment is contingent upon submission of all required application materials, including but not limited to a criminal background investigation with no disqualifying information, completion of Chariho, state and federal forms; RI Department of Health requirements, and statements of service (if applicable) by 08/26/2024.

Other Items Discussed:

1. New Teacher Orientation (08/20-08/22/2024)
2. Professional Development (08/29/2024)
3. Orientation Day (08/28/2024)
4. 1:1 Initiative
5. Salary and Health Benefits
6. 10-day Rule (if applicable)



Superintendent of Schools



Kristen Merritt <kristen.merritt@chariho.k12.ri.us>

1.0 Science teacher

1 message

Gregory Zenion <gregory.zenion@chariho.k12.ri.us>

Tue, Jun 18, 2024 at 3:19 PM

To: Gina Picard <gina.picard@chariho.k12.ri.us>, Donna Sieczkiewicz <donna.sieczkiewicz@chariho.k12.ri.us>, Kristen Merritt <kristen.merritt@chariho.k12.ri.us>

Cc: Mary Beth Florenz <marybeth.florenz@chariho.k12.ri.us>, Ashley Smith <ashley.smith@chariho.k12.ri.us>, Thomas Carney <thomas.carney@chariho.k12.ri.us>

Dear Gina,

The CMS hiring committee would like to move Kerly Way forward in the hiring process for the 1.0 7/8 grade Science teacher.

Please let me know if you have any questions.

Thank you,

Greg

Dear Search Committee, I am writing to express my interest in the Science position at Chariho Middle School. With a solid background in teaching science and a passion for fostering educational growth, I am eager to contribute to your school's continued success. Living in Richmond, I am particularly excited about the opportunity to teach within my own community. As a parent of a middle schooler, I am deeply invested in the quality of education at this critical stage. With extensive experience as a science teacher and academic tutor, I have developed a comprehensive skill set across various scientific disciplines. My expertise in differentiated instruction and lesson planning has been honed through years of classroom experience. I have a proven track record in effective communication and time management, ensuring that my students receive accurate and engaging instruction. My passion lies in guiding students through experiential, project-based active learning, and I am thrilled at the prospect of bringing this approach to Chariho Middle School. In my previous roles, I have taught a range of academic levels, from supported classes to honors, which has provided me with a unique perspective on preparing 7th and 8th graders for their transition to high school. I am committed to helping each student find their path and achieve their best potential. I am impressed by Chariho Middle School's commitment to fostering a dynamic and supportive learning environment. I am confident that my skills and experiences align well with your school's needs and that I can contribute positively to the academic and personal growth of your students. I look forward to the opportunity to discuss how my background, skills, and enthusiasm can benefit your school and students. Thank you for considering my application. Sincerely, Kerly Way

Kerly way

Richmond, Rhode Island 02892

Education

Cambridge College

Cambridge, Massachusetts

Master of Education

Major: Master of Education teaching General Science

GPA: 3.950

Credit Hours: 32

Attended September 2010 to May 2017

Degree conferred May 2017

Transcript

(441KB)

University of Rhode Island

kingston, Rhode Island

Bachelor of Arts

Major: secondary education; biology, **Minor:** middle school endorsement

GPA: 3.500

Attended September 2004 to June 2008

Degree conferred June 2008

Transcript

(36KB)

Experience

Bishop Hendricken High School

Science Teacher/Academic Support Center Teacher

Warwick, Rhode Island

Taught freshman biology (college prep + honors) and provided academic support across various grades at the school. Also taught college prep physiology.

Sep 2008 -

Jun 2023

Reason for leaving: Searching for professional growth and a personal challenge.

Supervisor: Mark DeCiccio (4017393450)

Experience Type: Professional/Work, Full-time

It is **OK** to contact this employer

Coventry High School

Science Teacher

Coventry, RI, USA

Full time science teacher: - physical science (honors and college prep) - biology (college prep) - advisory

Jun 2023 -

Jan 2050

Reason for leaving: District lay-offs due to budget cuts.

Supervisor: Julie Pankowicz (4018229499)

Experience Type: Professional/Work, Full-time

It is **OK** to contact this employer

Academic Advantage Tutoring Agency

Feb 2016 -

Science Tutor
Warwick, Rhode Island

Jan 2050

In this role, I am able to fulfill my passion of teaching biology as well as other sciences in a small, one-to-one setting. I can also combine my skills of knowing how to provide organizational and skills based help so students can reach their academic goals. I work with students from middle school to college level.

Reason for leaving: Not leaving. Will continue on a part time basis.

Supervisor: Rick Deutch (401 921-5860)

Experience Type: Other, Part-time

It is **OK** to contact this employer

Interests

I was born and raised in northern Europe, in a small country called Estonia. Estonians are sea and forest loving nature people. I grew up surrounded by woods and the ocean. It is most natural for me to be outside and learn by doing. My interests are exploring the natural settings around where I live and learning about the local flora and fauna. I am also passionate about geography and the importance of understanding other cultures. It's important for me to constantly weave knowledge of the world into my lessons with the students.

Chariho Regional School District Superintendent's Interview Report

Name:	<u>Tanya Pelletier</u>	Date of Interview:	<u>07/08/2024</u>
Position:	<u>Art Teacher</u>	FTE:	<u>1.0</u>
Building:	<u>District – currently assigned to High School</u>	Starting Date:	<u>08/28/2024</u>

Individuals Present for Interview: Gina Picard

Years of Full-Time Public-School Teaching Experience in RI: 6

Years of Military Experience: 0

Years of Private School/Out-of-State Experience: 0

Currently Tenured in Another RI District: No

Decision: Recommended Not Recommended

Salary Step Placement Step 7 (\$68,993)

Master's Degree in Area Directly Related to Posted Position N/A

Subject Matter Training Compensation Yes


Have you been a member and contributed to the RI retirement system? Yes No

Employment Notes:

1. Offer of employment is contingent upon submission of all required application materials, including but not limited to a criminal background investigation with no disqualifying information, completion of Chariho, state and federal forms; RI Department of Health requirements, and statements of service (if applicable) by 08/26/2024.

Other Items Discussed:

1. New Teacher Orientation (08/20-08/22/2024)
2. Professional Development (08/29/2024)
3. Orientation Day (08/28/2024)
4. 1:1 Initiative
5. Salary and Health Benefits
6. 10-day Rule (if applicable)



Superintendent of Schools



Kristen Merritt <kristen.merritt@chariho.k12.ri.us>

Art Teacher Candidate Recommendation

1 message

Andrea Spas <andrea.spas@chariho.k12.ri.us>

Fri, Jun 21, 2024 at 2:32 PM

To: Kristen Merritt <kristen.merritt@chariho.k12.ri.us>, Gina Picard <gina.picard@chariho.k12.ri.us>

Cc: Jean Bradanini <jean.bradanini@chariho.k12.ri.us>, Dana Hall <dana.hall@chariho.k12.ri.us>, Kaden Kelly
Brian Tetreault <brian.tetreault@chariho.k12.ri.us>

Hi Kristen and Gina,

Our interview team would like to recommend Tanya Pelletier to advance to the next stage of the interview process for the position of art teacher. The team feels she is a strong candidate and we observed her teaching an art lesson. See her reference checks below; I have heard back from 2 of the 3.

He recommends her for the position stating,....You will be quite fortunate to steal her from us if you have the opportunity.

I tremendously recommend her; she is incredibly engaging; she is always happy and smiling; I have great confidence in her teaching ability in art at any level; we wish we could keep her, but can't due to budget constraints; she is adaptable in every way: with staff and students; she has a great rapport with all; she is consistent and fair; her lessons incorporate other disciplines; she has interactive lessons and is great with varied abilities; she is great with technology; has strong skill set in 2D and 3D; she can teach anything at any time and anywhere; she started a jewelry class this year with metal smithing and she nailed it and there were 5 new courses scheduled next year because of it; she also taught digital photography and mixed media

left VM and email

Kristen, will you please reach out to her for the next stages of the interview process?

Andrea J. Spas

Principal

Chariho Regional High School

(401) 364-7778

Secondary Director

Rhode Island Association of School Principals

Set Goals. Work Hard. Have Fun.

Dear Hiring Manager , I am writing to apply for the Art Teacher position at your school as advertised on SchoolSpring.com. With 6 years of professional experience, including my recent role as an Art Teacher at Coventry High School, I am confident in my ability to effectively contribute to your educational institution and make a positive impact on the lives of students. My experience in both Elementary and Secondary Education has equipped me with the necessary knowledge and expertise to adapt my teaching methods to different age groups and learning styles. As an Art Teacher, I worked with students ranging from elementary to high school, tailoring my instruction to meet their specific needs and encouraging their creative expression. This flexibility and understanding of education will enable me to engage and motivate students across various subjects, ensuring their academic success and fostering a love for learning. Additionally, my experience in Classroom Management has allowed me to effectively plan and organize lessons, materials, and resources, ensuring smooth classroom operations and maximizing instructional time. This strength will enable me to create a structured and supportive learning environment, where students are motivated, engaged, and prepared for success. Finally, my aptitude for Teamwork enables me to collaborate effectively with colleagues, parents, and students, fostering a positive and inclusive educational community. This strength will allow me to contribute to a collaborative faculty culture and engage in interdisciplinary approaches, enhancing the overall educational experience and promoting holistic student development. Thank you for considering my application. I am excited about the opportunity to join your school. I look forward to the possibility of discussing my qualifications and demonstrating how my skills and strengths align with the needs of your school. Sincerely, Tanya Pelletier

Tanya Pelletier

Coventry, Rhode Island 02816

Education

Rhode Island College

Providence, Rhode Island

Bachelor of Science

Major: Art Education

GPA: 3.670

Attended August 2013 to December 2017

Degree conferred May 2018

Transcript

(796KB)

Experience

Washington Oak Elementary School

Building Based Substitute Teacher

Coventry, RI

Mar 2018 -
Jun 2020

Long term building substitute at Washington Oak from 2019 to 2020 school year, as well as part of the 2018 to 2019 school year. Taught all subject areas to students in grades PK through 5th grade. Differentiated instruction to meet all student's needs. Covered meetings and provided instruction to students as outlined in lesson plans. Created a safe and appropriate learning environment for students. Maintained effective classroom management strategies and applied advanced teaching capabilities in all subject areas. During Distance Learning, created Google Meets, worked one on one with students. Collaborated with colleagues in Google Classrooms and Google Meets.

Reason for leaving: Only a one year position for the 2018-2019 school year. Only a one year position for the 2019-2020 school year.

Supervisor: Christine Mandese (401-397-1976)

Experience Type: Professional/Work, Full-time

It is **OK** to contact this employer

Rhode Island College

Dec 2023 - Present

Experience Type: Student Teaching,
Please **do not** contact this employer

Coventry High School

Art Teacher

40 Reservoir Rd

Jun 2020 - Present

Taught grades 9 - 12th ? Courses taught: Mixed Media (Intro Art), Sculpture, Painting, Photography (Adobe Photoshop), and Jewelry & Metalsmithing ? Possessing a strong ability to maintain a positive and conducive learning environment while implementing lesson plans effectively ? Created a new curriculum for a Jewelry & Metalsmithing course ? Contributed and implemented IEPs, 504s and individual health plans ? Skilled in engaging students through interactive activities, questioning techniques and fostering a love for learning ? Known for excellent classroom management and

- Substitute for Kindergarten through fifth grade
- Maintained effective classroom management strategies and applied advanced teaching capabilities in all subject areas.

Student Teaching

Captain Isaac Paine Elementary School, Foster, RI August 30 – October 20, 2017

- Taught art to kindergarten through fifth grade
- Designed different and unique teaching techniques and strategies to meet the needs of visual, kinesthetic, auditory, special education and blind learners of all different levels
- Constructed an interdisciplinary lesson that correlated with school curriculum
- Developed and incorporated rubrics and artist statements in lesson plans
- Assembled device for blind student to create art

Exeter-West Greenwich Regional High School, West Greenwich, RI October 23 – December 8, 2017

- Taught freshmen through senior grades
- Facilitated an art history course
- Utilized Google Drive to enhance student's needs and technical skills
- Designed lessons to intensify students' knowledge about different cultures

Practicums

Archie R. Cole Middle School, East Greenwich, RI September – December 2016

Park School / Greenwood School, Warwick, RI January – April 2016

ORGANIZATION

National Art Education Association, Alexandria, VA January 2018 – Present

Rhode Island Art Education Association, Rhode Island January 2018 – Present

WORK EXPERIENCE

Old Navy, Warwick, RI May 2014 - Present

Sales Associate

- Providing a neat, clean, organized and safe shopping environment for customers and Old Navy team
- Work on sales floor, stock room, fitting room, and cash register
- Greeting, welcoming and creating a memorable shopping experience and supplying customers' needs

Kent County YMCA, Warwick, RI July 2013 - April 2014

Receptionist

- Responsible for taking phone calls, organizing files, greeting and welcoming clients when they came in
- Offered helpful directions and information about classes, what they were about and their

communication skills ? Adept at building rapport with both students and faculty ? Volunteered at school / sporting events ? Utilized Google Drive suite to enhance student's needs and technical skills

Reason for leaving: Laid off at the end of the 23-24 school year due to fiscal constraints.

Supervisor: Brooke Macomber (401-822-9499)

Experience Type: Professional/Work, Full-time

It is **OK** to contact this employer

Resume

Tanya Silva

OBJECTIVE: To obtain an art teacher position in which I can inspire and enrich young minds with my creativity and passion for the visual arts.

EDUCATION

Rhode Island College, Providence, RI December 13, 2017

B.S. in Art Education

Dean's List: 2013-2017

GPA: 3.67

Certifications: Grades PreK-12

SKILLS

- Concentrated in Painting
- Background knowledge in jewelry, ceramics, photography, sculpture and curating
- Bilingual, fluent in both Spanish and English
- Technology: Google Classroom, Google Meets, Microsoft Word, Microsoft PowerPoint, ELMO, and Smartboard

TEACHING EXPERIENCE

Substitute Teacher

Coventry Public Schools March 2018 – June 2020

Washington Oak Elementary School, Coventry, RI

- Long term building substitute at Washington Oak from 2019 to 2020 school year, as well as part of the 2018 to 2019 school year.
- Taught all subject areas to students in grades PK through 5th grade.
- Differentiated instruction to meet all student's needs.
- Covered meetings and provided instruction to students as outlined in lesson plans.
- Created a safe and appropriate learning environment for students.
- Maintained effective classroom management strategies and applied advanced teaching capabilities in all subject areas.
- During Distance Learning, created Google Meets, worked one on one with students.
- Collaborated with colleagues in Google Classrooms and Google Meets.

Foster Public Schools

Captain Isaac Paine, Foster, RI March 2018 - January 2019

Day to day substitute teacher

locations

- Used Microsoft Word and Daxko Programs

VOLUNTEER WORK

- Assisting neighborhood in learning English in Mexico City

INTERESTS

- Traveling
- Reading
- Hiking
- Dogs



Kristen Merritt <kristen.merritt@chariho.k12.ri.us>

UA and SS Content Leaders

1 message

Gregory Zenion <gregory.zenion@chariho.k12.ri.us>
To: Kristen Merritt <kristen.merritt@chariho.k12.ri.us>
Cc: Mary Beth Florenz <marybeth.florenz@chariho.k12.ri.us>

Tue, Jun 25, 2024 at 6:55 PM

Dear Kristen,
CMS would like to move Michelle Conary Brittain forward for the position of middle school UA Content Leader and Jessica Witham Rivard for middle school Social Studies Content Leader. Please let me know if you have any questions.
Thank you,
Greg



Kristen Merritt <kristen.merritt@chariho.k12.ri.us>

Re: FBLA Advisor

1 message

Andrea Spas <andrea.spas@chariho.k12.ri.us>
To: Kristen Merritt <kristen.merritt@chariho.k12.ri.us>

Tue, Jun 25, 2024 at 8:29 AM

Yes.

Andrea J. Spas
Principal
Charlho Regional High School
(401) 364-7778

Secondary Director
Rhode Island Association of School Principals

Set Goals. Work Hard. Have Fun.

On Tue, Jun 25, 2024 at 8:26 AM Kristen Merritt <kristen.merritt@chariho.k12.ri.us> wrote:
Are you ok with appointing Susan and Bethany as co-advisors of FBLA?

----- Forwarded message -----

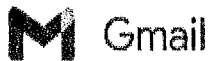
From: **Susan Prior** <susan.prior@chariho.k12.ri.us>
Date: Tue, Jun 25, 2024 at 8:15 AM
Subject: Re: FBLA Advisor
To: Kristen Merritt <kristen.merritt@chariho.k12.ri.us>

Good Morning Kristen,

I have reached out to Bethany MacLeod regarding FBLA. We would like to be co-advisors. Can you tell me what we need to do?

Thank you,

Susan Prior



Fwd: Assistant coach opening

1 message

Justin Cahoone <justin.cahoone@charlho.k12.ri.us>
To: Kristen Merritt <kristen.merritt@charlho.k12.ri.us>

Mon, Jun 24, 2024 at 10:07 AM

Morning Kristen,

Please see below from Rich Bolek who was one of our volunteer assistants last year along with Leroy Mason. I would like to move forward with both of them for the two assistant football coaching positions. Please let me know if you need anything else on my end.

Thanks

(no subject) External Inbox

Thu, Jun 13, 1:43 PM (11 days ago)

Dear Mr. Cahoone,

My name is Leroy mason and am emailing you to inform that I am interested in the assistant football coach position. Coach Samiagio contacted me and told me to email you.

Thank you for your time.

(no subject) External Inbox

Thu, Jun 13, 1:50 PM (11 days ago)

To follow up, coach informed me you might need some information, my experience would include 2 years coaching in the chariho cowboys organization, and I played semi professional football for 7 years with multiple organizations. A couple references would include coach Samiagio.

Thank you again for your time

----- Forwarded message -----

From: rich.bolek
Date: Thu, Jun 13, 2024 at 2:47 PM
Subject: Assistant coach opening
To: Justin Cahoone <justin.cahoone@charlho.k12.ri.us>

Mr Cahoone:

Coach Sammie Infor.ed me that there is an opening for assistant coach for football. I am interested. Please forward me what my next steps are to get the ball rolling on my side.

Thank you

Richard Bolek

Sent from my T-Mobile 5G Device

--
Justin Cahoone
Athletic Director



Kristen Merritt <kristen.merritt@chariho.k12.ri.us>

Fwd: Prior experience and references

1 message

Justin Cahoone <justin.cahoone@chariho.k12.ri.us>
To: Kristen Merritt <kristen.merritt@chariho.k12.ri.us>

Tue, Jun 25, 2024 at 10:32 AM

Hi Kristen,

Please see below. Thanks

----- Forwarded message -----

From: **Richard Bolek**
Date: Mon, Jun 24, 2024 at 3:55 PM
Subject: Prior experience and references
To: Justin Cahoone <Justin.Cahoone@chariho.k12.ri.us>

Justin:

Below is a list of my coaching / playing experience as well as some references as requested.

Experience:

1990 – 1993: Played High School football with the Stockton Tigers in Stockton MO. There I was awarded all conference, all district and all-state honors as well as being selected to play in the State held All-Star football game.

1994 – 1995: Played College football at Southwest Baptist University in Bolivar MO.

2007: Head coach of the 3rd and 4th grade Stockton Tiger Mighty Mites team. All games were played against other cities in the area, 7 games in all without playoffs.

2008: Moved up as an assistant coach of the 5th and 6th grade Stockton Tigers Mighty Mites team. All games were played against other cities in the area, 7 games in all without playoffs.

2023: Volunteer coach of the Chariho Chargers football team.

References:

Bill Samiagio:

Travis Christie:

Todd Kenney:

If you require more references please let me know and I will get them to you immediately.



Kristen Merritt <kristen.merritt@chariho.k12.ri.us>

Re: Class of 2028 Advisor Position

1 message

Andrea Spas <andrea.spas@chariho.k12.ri.us>
To: Kristen Merritt <kristen.merritt@chariho.k12.ri.us>

Mon, Jul 15, 2024 at 9:01 AM

Yes.

Sent from my iPhone

On Jul 15, 2024, at 8:16 AM, Kristen Merritt <kristen.merritt@chariho.k12.ri.us> wrote:

Are you good with her being appointed to this position?

----- Forwarded message -----

From: **Ainsley Masseur** <ainsley.masseur@chariho.k12.ri.us>

Date: Mon, Jul 15, 2024 at 8:15 AM

Subject: Class of 2028 Advisor Position

To: Kristen Merritt <kristen.merritt@chariho.k12.ri.us>

Hi Kristen,

Along with Steve Cormier, I would like the class advisor position for the incoming freshmen class if it is still available.

Thank you,

Ainsley Masseur



Kristen Merritt <kristen.merritt@chariho.k12.ri.us>

Re: Class Advisor Class of '28

1 message

Andrea Spas <andrea.spas@chariho.k12.ri.us>
To: Kristen Merritt <kristen.merritt@chariho.k12.ri.us>
Cc: Jean Bradanini <jean.bradanini@chariho.k12.ri.us>

Mon, Jul 15, 2024 at 9:01 AM

Yes.

Sent from my iPhone

On Jul 15, 2024, at 8:00 AM, Kristen Merritt <kristen.merritt@chariho.k12.ri.us> wrote:

Are you good with him being appointed to this position?

----- Forwarded message -----

From: **Stephen Cormier** <stephen.cormier@chariho.k12.ri.us>
Date: Mon, Jul 15, 2024 at 7:57 AM
Subject: Class Advisor Class of '28
To: Kristen Merritt <kristen.merritt@chariho.k12.ri.us>

Hi Kristen

I would like to post for one of the positions as Class Advisor Class of 2028.

Thank you,
Steve Cormier



**Chariho Regional School District
Office of the Human Resources Administrator**

455A Switch Road
Wood River Junction, Rhode Island 02894

All Kids. All of the Time.

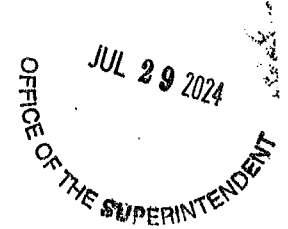


CATHERINE M. GIUSTI
School Committee Chairperson

KRISTEN MERRITT
Human Resources Administrator

GINA M. PICARD
Superintendent of Schools

TO: Gina Picard
FROM: Kristen Merritt
DATE: July 26, 2024
SUBJECT: Staff Update



Name	Position	Reason
Cali Petrichko	P-T District Computer Technician – 4 hours per day, 5 days per week, 12 months	Appointment effective 7/22/2024
Danielle Stefanski	CHILL Mentoring Coordinator - CALA	Resignation effective 7/18/2024
Kate Ficarra	Grade 5 Teacher – Middle School	Resignation effective 7/19/2024
Matthew Jester	District Behavior Management Assistant I – 7.25 hours per day, 5 days per week, 10 months currently assigned to Richmond	Appointment effective 8/28/2024
Rebecca Crosby	District Clerk – currently assigned to Technology	Resignation effective 7/26/2024
Laura Lesh	District Athletic Trainer	Appointment effective 8/1/2024-6/30/2025



Kristen Merritt <kristen.merritt@chariho.k12.ri.us>

PT computer tech

1 message

Shawn Cole <shawn.cole@chariho.k12.ri.us>
To: Kristen Merritt <kristen.merritt@chariho.k12.ri.us>

Fri, Jul 12, 2024 at 11:12 AM

I would like to hire Cali Petrichko as the part time computer technician. ~~District~~

Thank you
Shawn Cole
Chariho

4 hr per day

5 days per week

12 month

7/22/24 start date

8-12

Cali Petrichko

To Whom It May Concern, I am

writing to express my interest in the Computer Technician Part Time position at Chariho, as advertised on the Indeed website. With a solid foundation in computer technology and hands-on experience from various roles, I am confident in my ability to contribute effectively to the district. Having completed my degree and four years of computer technology coursework at Chariho High School, I possess a strong understanding of both hardware and software systems. My professional background includes working as a tile apprentice, valet attendant, and occasionally as an IT specialist for valet. Additionally, I had the opportunity to intern with the IT department at Chariho during my senior year, which provided me with valuable insights and practical skills. I am proficient in Windows 7, 8, 10, and 11, as well as macOS, Android, and iOS platforms. My technical skills encompass a wide range of hardware and software troubleshooting and+ maintenance tasks. I am eager to apply this knowledge and continue to develop my expertise in a professional setting. I am particularly drawn to this position at Chariho because of my previous experience as a student there. The education and training I received at Chariho have significantly contributed to my personal and professional growth. I am excited about the opportunity to give back to the institution that played a crucial role in shaping my career. Working at Chariho in a professional capacity will allow me to further enhance my skills and contribute to the success of the school's IT department. Thank you for considering my application. I am looking forward to the possibility of discussing how my background, skills, and enthusiasm can be a valuable asset to this district. I also have a resume if need be. Please feel free to contact me at your convenience. Sincerely, Cali Petrichko



Kristen Merritt <kristen.merritt@chariho.k12.ri.us>

Fwd: Mentoring Resignation

1 message

Katie Kirakosian <katie.kirakosian@chariho.k12.ri.us>

Thu, Jul 18, 2024 at 10:53 AM

To: Brian Tetreault <brian.tetreault@chariho.k12.ri.us>, Kristen Merritt <kristen.merritt@chariho.k12.ri.us>, Michael Comella <michael.comella@chariho.k12.ri.us>

Hi,

FYI

All the best,

Katie Kirakosian

----- Forwarded message -----

From: **Danielle Stefanski** <danielle.stefanski@chariho.k12.ri.us>

Date: Thu, Jul 18, 2024 at 10:09 AM

Subject: Mentoring Resignation

To: Katie Kirakosian <katie.kirakosian@chariho.k12.ri.us>

Hi Katie!

I hope your summer is going well! I am reaching out to you about the position of CHILL Mentoring Coordinator. There have been a lot of changes in this past year for not only myself but my family. After a lot of time and consideration I have made the decision to resign from this position.

You have been such an amazing support while working with me for the past two years! I have enjoyed our conversations and being able to help students (and mentors) connect.

I was talking with Wendy about this and she said she has high interest in taking over this position. Please let me know if there is anything you may need from me.

Again thank you so much for this opportunity and best of luck with everything in the future!! Please feel free to reach out if you need.

Be well,
Dani Stefanski

Chariho Regional School District
Office of the Superintendent
Wood River Jct., RI 02894

July 19, 2024

Dear Mrs. Picard,

After much consideration and reflection I have decided to resign from my position as an educator in the Chariho Public School system. This decision was not made lightly. My goal has always been to serve this district to the best of my ability and give my all to the students in my Classroom.

Over the past seven years I have held the title of a highly effective educator, an accomplishment that I am proud of. I am equally proud of the distinction my students have shown me over the years as their "favorite teacher!" Each class I have had the privilege of teaching in the Chariho School district has been unique and has helped to shape me as a teacher.

I am grateful for having had the opportunity to serve my community as a teacher. I am sad to be temporarily leaving a career that means so much to me. I am however very excited to be able to spend this time at home with my son. It is a difficult decision, but I feel it is important to stay home with him during these formative years.

I want to express my profound gratitude to the amazing colleagues I have met along my career who have provided a collaborative enriching experience. It has been an absolute privilege to contribute to the education and development of our students. I look forward to returning to this district when my role as stay at home mom is complete.

Kind Regards,

Kate Ficarra
Chariho Educator



Kristen Merritt <kristen.merritt@chariho.k12.ri.us>

BMA

1 message

Sharon Martin <sharon.martin@chariho.k12.ri.us>
To: Kristen Merritt <kristen.merritt@chariho.k12.ri.us>

Tue, Jul 16, 2024 at 10:56 AM

Kristen,
Our committee would like to recommend Matthew Jester for the position of BMA at RES.

--
Sincerely,
Sharon Martin
Principal, Richmond Elementary School
190 Kingstown Road, Wyoming, RI 02898
401-539-2441
"We Shine!"

7.25 hours per day
5 days per week
10 months
8:30-3:45

My name is Matthew Jester. I have worked in a behavioral program for six years here in Coventry public schools. I have been certified in CPI (crisis prevention intervention) yearly. I have taught this very program at a different school within the district on an emergency certification. My goal in life is to help children with behavior's regulate there emotions and socially develop strong relationships. Creating an entrusting environment to elevate the education of the students. I am passionate about behavior de-escalation and believe I would make a great asset to the team!



Kristen Merritt <kristen.merritt@chariho.k12.ri.us>

Rebecca Crosby Technology Clerk

1 message

Rebecca Palmer

Fri, Jul 26, 2024 at 7:47 AM

To: Kristen Merritt <kristen.merritt@chariho.k12.ri.us>

Good Morning Ms. Merritt,

After much consideration, I must decline your offer of employment in the Technology Clerk position at Chariho. As much as I would like to be a part of the team at Chariho, I cannot financially take a salary cut to that extent at this time. I am very close to achieving a BS degree in accounting and was hoping Chariho would be my long-term career path, however; I would not be able to sustain my education while taking the intermediate cut in salary. I apologize for the inconvenience and wish you the best of luck in your search.

Regards,
Rebecca Crosby



Kristen Merritt <kristen.merritt@chariho.k12.ri.us>

Athletic Trainer

1 message

Andrea Spas <andrea.spas@chariho.k12.ri.us>

Tue, Jul 16, 2024 at 11:44 AM

To: Kristen Merritt <kristen.merritt@chariho.k12.ri.us>; Gina Picard <gina.picard@chariho.k12.ri.us>

Cc: Justin Cahoone <justin.cahoone@chariho.k12.ri.us>, Gerry Auth <gerald.auth@chariho.k12.ri.us>, Jean Bradanini <jean.bradanini@chariho.k12.ri.us>

Hi Kristen,

Jean, Gerry, and I interviewed Laura Lesh today and we recommend she move forward in the interview process for Athletic Trainer.

I believe Justin can speak to her references.

Andrea

Sent from my iPhone

District Athletic Trainer

August 1, 2024 - June 30, 2025

\$ 30,000 salary

Average 20 hours per week

I hope this letter finds you well and you enjoyed the holiday yesterday. I have been employed by the Chariho School district in different capacities since 2017. First, I worked in food service at the middle school. When I heard the district needed substitute teachers, I applied and began teaching mostly at the middle school. When I heard that the school needed help with athletic training services, I offered to help on a per diem basis since I also had contracts with other organizations. Last year I covered approximately 100 days of sports at Chariho. I have a great relationship with the families in the district, the coaching staff, and the administration. I hope to continue serving our community as our athletic trainer in the future. Thanks and have a great weekend!

Laura Harlow-Derouin Lesh

Hope Valley, Rhode Island 02832

Education

Plymouth State College

PLYMOUTH, New Hampshire

Bachelor of Science

Major: Athletic Training

GPA: 3.470

Attended September 2000 to May 2003

Degree conferred May 2003

Transcript

(1.0MB)

Experience

Johnson & Wales University

Sep 2018 - Present

Certified Athletic Trainer (Per Diem)

Providence RI

Provide sports medicine coverage for multiple sports and events within the university. Work with the staff to maintain a schedule that works for both the athletic department and the athletic training department so that all sports have coverage on and off campus during evenings and weekends.

Supervisor: Alan Segee (800-342-5598)

Experience Type: Other, After school/Evening

It is **OK** to contact this employer

Chariho School District as a contractor provided by Aramark/Chartwells

Dec 2017 - Present

Cashier

Wood River Junction, RI

Worked with Aramark and currently with Chartwells to provide cashiering and kitchen help within the middle and high schools in Chariho School District. Responsibilities include interacting with students, staff and administrators, handling inventory, accounting, helping with cleaning and organizing the kitchen and serving areas, and other duties assigned by management

Supervisor: Amy Fortin ((401) 364-0651)

Experience Type: Other, Part-time

It is **OK** to contact this employer

ATI Physical Therapy

Jul 2010 - Jun 2016

Certified Athletic Trainer (Per Diem)

Wilmington, DE

Provided per diem (substitute) coverage for approximately two dozen schools in New Castle and Kent counties in Delaware. Worked between 20-30 hours a week and was available for long or short term coverage needs. Provided practice and game coverage as well as weekend tournament coverage. Coverage included middle school, high school and collegiate athletics as well as youth organizations such as PeeWee football and Kirkwood soccer club. Also provided all of the high school ice hockey coverage for the state of Rhode Island. I maintained a strong working relationship with a variety of health

care providers, administrators, and coaches while providing the best possible care and education to athletes and their families.

Reason for leaving: My husband accepted a position in Rhode Island.

Supervisor: Lisa Boyer (855-692-8478)

Experience Type: Other, Part-time

It is **OK** to contact this employer

Padua Academy

Sports Medicine Teacher

Wilmington, DE

Aug 2015 -

Jun 2016

I was asked in the middle of August of 2015 to fill in for the sports medicine teacher who accepted a position at another school. I created a curriculum and lesson plans for the elective, taught to mostly seniors, before school started in September. The course taught the basics of allied health professions including anatomy, physiology, injury assessment, treatment and rehabilitation of injuries, with a specific focus on head injuries. It met two to three times per week in the mornings because the school has a rotating schedule.

Reason for leaving: They changed the course from a morning course to an morning/afternoon course so my employer decided to hire a different teacher because of my responsibilities as the athletic trainer. I had to be available for practices earlier than the latest course time finished. When I left, I did give the new teacher all of my materials and helped to mentor her since it was her first teaching experience.

Supervisor: Brandon Lawler ((302) 421-3739)

Experience Type: Independent School, Part-time

It is **OK** to contact this employer

Princeton University Sports Camps

Certified Athletic Trainer/Health Director

Princeton NJ

May 2007 -

Aug 2011

Primarily responsible for the health and well being of campers participating in summer camps. Supervised training sessions, provided medical care, maintained records, assisted in dormitory supervision, assessed dietary restrictions and worked with food services to provide meals for athletes with both religious and allergy restrictions. Worked waterpolo, squash and fencing primarily. Campers ranged in age from elementary to seniors in high school. Also worked with professional athletes and coaches who were running the camps.

Reason for leaving: I was offered a job in Delaware so commuting to New Jersey was no longer necessary.

Supervisor: Multiple Coaches ((609) 258-3369)

Experience Type: Other, Summer

It is **OK** to contact this employer

Temple University

Certified Athletic Trainer/ Graduate Assistant

Philadelphia PA

Aug 2007 -

Jul 2008

Primary coverage of numerous sports. Responsible for paperwork associated with rehabilitation, treatment and organization of the athletic training room. Oversaw student athletic trainers as part of the CAATE accredited education program. Completed the first year of my Master's Degree.

Reason for leaving: My husband and I were expecting our first child during the fall sports season and they did not have a maternity leave for graduate assistants.

Supervisor: Paul Murata (215 204 7000)

Experience Type: Other, Full-time

It is **OK** to contact this employer

Providence Country Day School

Jun 2004 -

Certified Athletic Trainer and Faculty Member

Jun 2007

East Providence RI

As a faculty member I prepared for and taught sections of 7th grade math, 8th grade health and also substituted for faculty members in both the middle and upper schools. I also worked as a tutor in academic services.

My primary role was as the Certified Athletic Trainer and so most of my hours were spent working within the athletic department providing coverage for both lower and upper school sports.

Reason for leaving: Went to Temple University to earn my Master's Degree

Supervisor: Charles Gwynn (401-438-5170)

Experience Type: Independent School, Full-time

It is **OK** to contact this employer

The Hyde School

Jun 2003 -

Certified Athletic Trainer and Faculty Member

Aug 2004

Woodstock CT

As a faculty member/dorm parent, I was responsible for teaching biology. I also helped with coverage for other courses as needed and was responsible for dorm parenting in the women's dorm. My primary position was the certified athletic trainer and I provided coverage for all sports practices and home events.

Reason for leaving: I was offered a position at a traditional school where I did not have to live on campus.

Supervisor: Charles Fraser (n/a (the school is no longer active))

Experience Type: Independent School, Full-time

It is **OK** to contact this employer

Additional Certifications and Licenses

American Red Cross Instructor Certified

Licensed Athletic Trainer (Rhode Island) since 2004

Licensed Athletic Trainer (Delaware) since 2010 (inactive)

Licensed Athletic Trainer (Connecticut) since 2017 (inactive)



Chariho Regional School District
Office of the Human Resources Administrator

455A Switch Road
 Wood River Junction, Rhode Island 02894

CHARIHO



All Kids. All of the Time.

CATHERINE M. GIUSTI
 School Committee Chairperson

GINA M. PICARD
 Superintendent of Schools

AUG 09 2024
 OFFICE OF THE SUPERINTENDENT

KRISTEN MERRITT
 Human Resources Administrator

TO: Gina Picard
 FROM: Kristen Merritt
 DATE: August 9, 2024
 SUBJECT: Staff Update

Name	Position	Reason
Dawn Healy	Kindergarten Teacher – Charlestown	Retirement effective 8/5/2024
Kristen Anderson	District Library Media Specialist – currently assigned to Ashaway/Middle School	Resignation effective 8/9/2024
Michelle McSoley	Full-Time District Clerk – currently assigned to High School	Resignation effective 8/5/2024
Christen Clarke	District School Nurse Teacher – currently assigned to High School	Resignation effective 8/26/2024
Sandra Cook	Part-Time District Teacher Assistant – currently assigned to Ashaway	Retirement effective 11/1/2024
Kelly Dolan	District Teacher Assistant – 7 hours per day, 5 days per week, 10 months currently assigned to Richmond	Appointment effective 8/28/2024
Ashley Smith	Science Content Leader – Middle School	Appointment effective 8/2/2024-6/30/2025
Christopher Cullion	Boys Soccer, Assistant Coach – Middle School	Appointment effective 8/5/2024-6/30/2025
Frank Williams	Boys Soccer, Assistant Coach – High School	Appointment effective 8/6/2024-6/30/2025
Sydni Ulricksen	Football Cheerleading Coach – High School	Re-appointment effective 8/8/2024-6/30/2025
Meghan Lefort	Advisory Redesign Launch Team Member – High School	Resignation effective 7/29/2024
Melisa Ritacco	Advisory Redesign Launch Team Member – High School	Resignation effective 8/7/2024
Jennifer Clarke	Advisory Redesign Launch Team Member – High School	Appointment effective 8/19/2024-11/30/2024
Jennifer Wimmer	Advisory Redesign Launch Team Member – High School	Appointment effective 8/19/2024-11/30/2024

Meghan Lefort	Chariho Staff Wellness Community of Practice Coordinator – High School/CTC	Resignation effective 7/29/2024
Emily Iredale	Chariho Staff Wellness Community of Practice Coordinator – Hope Valley	Resignation effective 7/30/2024
Emily Iredale	Chariho Staff Wellness Community of Practice Co- Coordinator – Charlestown	Appointment effective 7/30/2024-6/30/2025
Skye Hart	Chariho Staff Wellness Community of Practice Coordinator – Hope Valley	Appointment effective 7/30/2024-6/30/2025

Dawn M. Healy

Middletown, RI 02842

Gina M. Picard
Superintendent of Schools
Chariho Regional School District
455A Switch Road
Wood River Junction, RI 02894

Dear Mrs. Picard,

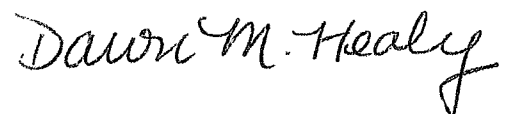
August 5, 2024

Throughout my 27 year career in Chariho it has been a privilege to work with 3 superintendents, 5 principals, and so many talented teachers and teacher assistants. I have mentored many student teachers and I have absolutely loved teaching Chariho's youngest students.

After much reflection and consideration, I have accepted that my illnesses will no longer allow me to meet the high standard of teaching that I have expected from myself throughout my career. It is essential to me that I put the students' educational needs and safety first and acknowledge that the time has come for me to retire from my Kindergarten teacher position at Charlestown Elementary School effective August 5, 2024.

The lessons I have learned and the bonds I have created will last the rest of my life and for that I will be forever grateful to the Chariho community.

Sincerely,

A handwritten signature in cursive script that reads "Dawn M. Healy". The signature is written in black ink and is positioned above the printed name.

Dawn M. Healy

Kristen Anderson

Charlestown, RI 02813

July 25, 2024

Kristen Merritt
455A Switch Rd
Wood River Jct, RI 02894

Dear Ms. Merritt:

I am writing to formally resign from my position as a School Library Media Teacher at Chariho School District, effective August 9, 2024. I want to express my deepest gratitude for the opportunities I've had during my tenure here at Chariho School District. Over the past eight years, I have had the privilege of working with dedicated colleagues, enthusiastic students, and supportive parents.

Thank you once again for the opportunity to be a part of the Chariho School District community. I have truly enjoyed my time here and will cherish the memories made. I wish continued success and prosperity for the district, its staff, and students.

Sincerely,

A handwritten signature in black ink that reads "Kristen Anderson". The signature is written in a cursive style with a large, stylized initial "K".



Kristen Merritt <kristen.merritt@chariho.k12.ri.us>

Resignation

1 message

Michelle McSoley

Mon, Aug 5, 2024 at 10:12 AM

To: Kristen Merritt <Kristen.Merritt@chariho.k12.ri.us>

Hi Kristen,

I'm writing to inform you of my resignation as Attendance Clerk at the high school. Please let me know if there is anything I need to do other than turn in my badge and key. Thank you.

I would also like to thank you for all of your help and your professionalism. It was a pleasure working with you!

Thank you,

Michelle McSoley



Kristen Merritt <kristen.merritt@chariho.k12.ri.us>

Retirement

1 message

Sandra Cook <sandra.cook@chariho.k12.ri.us>

Wed, Aug 7, 2024 at 12:41 PM

To: Gina Picard <gina.picard@chariho.k12.ri.us>

Cc: Jeffrey Scanapieco <jeffrey.scanapieco@chariho.k12.ri.us>, Kristen Merritt <kristen.merritt@chariho.k12.ri.us>

Dear Gina,

This letter is my official notification to you that my last day of work at the Ashaway School will be November 1st, 2024. On that day, I plan to retire.

I have many good memories working in this school district and hope to come back and substitute in the future.

Sincerely,

Sandra Cook

CHRISTEN L. CLARKE, BSN, RN, CSNT

Ashaway, RI, 02804

August 9, 2024

Ms. Gina Picard
Superintendent
Chariho Regional School District
455 Switch Road
Wood River Junction, RI 02894

Dear Ms. Picard,

Please accept this letter as resignation from my position as 1.0 FTE District Certified School Nurse Teacher currently assigned to Chariho Regional High School, effective August 26, 2024.

I want to thank the District for the opportunity to have served the students and families of the Chariho District for the past eight years. I have been able to grow both personally and professionally during my time here. I look forward to taking the skills I have acquired in this alternative healthcare setting and applying them in my next endeavor.

If there is anything I can do to be of assistance during the transition process, please let me know.

Sincerely,



Christen L. Clarke, BSN, RN, CSNT

cc: Andrea Spas; Kristen Merritt



Kristen Merritt <kristen.merritt@chariho.k12.ri.us>

Re: building subs

1 message

Sharon Martin <sharon.martin@chariho.k12.ri.us>
To: Kristen Merritt <kristen.merritt@chariho.k12.ri.us>

Wed, Jul 24, 2024 at 4:22 PM

Ok thank you. I would like to offer Kelly Dolan the position of self-contained TA. Sheri and I interviewed her today.

7 hours per day
5 days per week
10 months
8:30-3:30

June 30, 2024 Chariho Regional School District 455A Switch Road Wood River Junction, RI 02894 Dear Interview Committee, My name is Kelly Dolan. I am very excited to express my interest in the open Teacher Assistant position at Richmond Elementary School for the upcoming 2024-2025 school year. Upon learning about this opportunity, I was very eager to apply for this rewarding role. Since November of 2020, I have worked at Richmond Elementary School as a substitute teacher. After my first year, I became the full time Building Substitute. As somebody who loves working with children, who is deeply devoted to education, and has the experience of classroom teacher and teacher assistant duties, I believe I would be a strong asset to the school as a full time teacher assistant. Throughout these last four years, I have supervised large groups of students on a daily basis in and out of the classroom. I have long-term subbed for a number of educators in their absence for periods of time. I have watched over children during lunch and recess blocks while ensuring the safety of all students. I have collaborated with teachers and supported them in their classrooms so that their students have the extra help they need to succeed. At Richmond school, there is an after school program called Ready Set Shine that focuses on specific children who need extra social and emotional support. For three sessions, I worked with the other Ready Set Shine teachers to help guide and facilitate the students and activities. Aside from after school programs, I have helped out in the before school program, and have covered for specialists in the mornings to give children extra help, whether it be in math or reading. Furthermore, I have mentored and motivated difficult students and situations and have worked one on one with those who needed extra academic, social, or emotional support. In addition to my experience, I am an extremely organized individual. I am empathetic and friendly to all who I meet and interact with. I am able to work in a team or independently. Lastly, I am a hard worker and I will always try to make the best out of a stressful or difficult situation. To be a Teacher Assistant, it takes somebody who cares for children and their specific needs and who will go above and beyond to meet those needs and that is exactly what I would do if I was given the opportunity to obtain this position at Richmond Elementary. I hope that after reviewing my application, you will feel confident that I can make a positive contribution to the school, children, and staff. Thank you very much for your consideration. If you have any further questions, please do not hesitate to email me at _____ or call me on my cell phone _____. I look forward to hearing from you. Sincerely, Kelly Dolan



Kristen Merritt <kristen.merritt@chariho.k12.ri.us>

Science Content Leader

1 message

Gregory Zenion <gregory.zenion@chariho.k12.ri.us>

Fri, Aug 2, 2024 at 11:34 AM

To: Gina Picard <gina.picard@chariho.k12.ri.us>, Kristen Merritt <kristen.merritt@chariho.k12.ri.us>, Mary Beth Florenz <marybeth.florenz@chariho.k12.ri.us>, Jean Westcott <jean.westcott@chariho.k12.ri.us>, Iris Ornberg <iris.ornberg@chariho.k12.ri.us>

Dear Gina and Kristen,

The interview committee would like to move Ashley Smith forward for the position of Science Content Leader. Please let me know if you have any questions or concerns.

Thanks,

Greg



Kristen Merritt <kristen.merritt@chariho.k12.ri.us>

MS Boys Soccer Assistant Coach

1 message

Justin Cahoone <justin.cahoone@chariho.k12.ri.us>
To: Kristen Merritt <kristen.merritt@chariho.k12.ri.us>
Cc: Kristian Calise <kristian.calise@chariho.k12.ri.us>

Mon, Aug 5, 2024 at 7:09 AM

Hi Kristen,

We would like to move forward with Chris Cullion as our middle school boys soccer assistant coach.

Thanks

--
Justin Cahoone
Athletic Director
Chariho Regional School District
Work: 401-213-6130

To Whom It May Concern,

I am writing to express my interest in the Assistant Coach position for Chariho Middle School soccer. With a passion for soccer and a commitment to developing young athletes, I am eager to contribute to a program I myself once played in and to support the growth of the student-athletes both on and off the field.

Throughout my 40 years as a player and 10 years as a coach, I have had the privilege of working with both boys and girls teams at both a competitive and a recreational level, giving me the experience needed to help create a positive and supportive environment while instilling discipline and a strong work ethic in young players. My coaching philosophy emphasizes not only the technical aspects of the game but also the importance of teamwork, sportsmanship, and personal development with focus on consistency and accountability.

In my role as a competitive coach for both my son and daughter, I have successfully organized practice sessions, developed training programs tailored to individual skill levels, and analyzed game strategies. These experiences have equipped me with a solid understanding of the developmental needs of middle school athletes and the ability to create a structured and engaging training environment.

I am excited about the opportunity to bring my coaching skills and enthusiasm for soccer to Chariho Middle School. I am confident that my dedication, positive attitude, and ability to motivate players will contribute to the continued success of the CMS soccer program. I am also eager to support the head coach and collaborate with fellow staff members to ensure a cohesive and effective coaching team.

I welcome the opportunity to discuss how my skills align with the needs of your soccer program. Thank you for considering my application. I look forward to the possibility of contributing to the athletic success and personal growth of the student-athletes at CMS.

Sincerely,
Chris Cullion



Kristen Merritt <kristen.merritt@chariho.k12.ri.us>

Fwd: Chariho High School Boys Assistant Soccer Coach - Frank Williams

1 message

Justin Cahoone <justin.cahoone@chariho.k12.ri.us>
To: Kristen Merritt <kristen.merritt@chariho.k12.ri.us>

Tue, Aug 6, 2024 at 11:37 AM

Hi Kristen,

Please see below from Frank Williams. We would like to move forward with him as one of our CHS Boys Soccer Assistant Coaches.

Thanks

Justin,

Thanks for the call on Wednesday. It was great talking with you and Kristian. See below three references.

Let me know if you need further information or if you have any questions.

I look forward to hearing from you.

----- Forwarded message -----

From: **Frank Williams**

Date: Fri, Jul 5, 2024 at 4:14 PM

Subject: Chariho High School Boys Assistant Soccer Coach - Frank Williams

To: <justin.cahoone@chariho.k12.ri.us>

Mr Cahoon,

I am emailing to show interest in your open Boys Assistant High School Soccer Coach position. Please let me know what information you need from me.

Brian informed me to email you to start the process. Do you need me to fill out an application?

I look forward to hearing from you.

Thank you,
Frank Williams

FRANK WILLIAMS

• Bradford, Rhode Island 02808 •

EDUCATION – MITCHELL COLLEGE

Degree: Bachelor of Science

New London, CT

Major: Business Administration

Concentration: Accounting Management

Minor: Homeland Security

Associates Degree: Liberal Studies

Graduated: May 2015

Program Management Professional (PMP): Expires April 2027

Newtown Square, PA

Certified through Project Management Institute (PMI)

SOCCER EXPERIENCE

Assistant Soccer Coach

Town of Westerly- Westerly High School

Westerly, RI

June-November 2016 - 2019 & 2022

- Responsible for organizing daily training routine
- Assist with creating game tactics
- Plan the fall season training schedule around game schedule
- Compile and organize game film
- Create and implement strength and conditioning program

President

Westerly Youth Soccer Organization

Westerly, RI

May 2018 – January 2020

- Oversee all youth soccer operations in The Town of Westerly (recreation, competitive, and schools)
- Constantly communicate with families, Town Officials and Organizations
- Lead monthly board meetings
- Solicited donations from local businesses and institutions
- Organized and helped prepare 2019-2020 Budget
- An active board member since September, 2016

Playing Experience:

Mitchell College NCAA Division III: 2011-2014

- 2014 Team Captain
- NCAA NECC All Division First Team: 2014
- NCAA NECC All Division Second Team: 2012-2013

South County Premier Soccer: 2009-2011

- 2010-2011 Team Captain
- 2011 Team MVP

RI ODP: 2008-2011

Westerly High School: 2007-2011

- 2010 Team Captain
- Rhode Island Division II First Team All Division 2010
- JV State champions: 2007 and 2008

PROFESSIONAL EXPERIENCE

Operations Accounting Manager

ThayerMahan Inc.

Groton, CT

January 2024 - Present

- Establish project-level accounting and finance processes
- Lead timely project-level invoicing and expense recording
- Train project management personnel on financial expectations and the use of project accounting functions
- Review and diagnose project profitability
- Report operations accounting and finance information
- Forecast capex needs
- Audit project transactions
- Created project level cost reports



Kristen Merritt <kristen.merritt@chariho.k12.ri.us>

Re: stipend positions

1 message

Meghan Lefort <meghan.lefort@chariho.k12.ri.us>
To: Kristen Merritt <kristen.merritt@chariho.k12.ri.us>

Mon, Jul 29, 2024 at 5:00 PM

Hi Kristen,

Unfortunately I need to back out of two of the four stipend positions I was selected for due to a change in my husband's work schedule. I will need to be home to get my son off the bus more often than was originally planned. I will not be able to do the Advisory Redesign team and the Staff Wellness position. Please let me know you received this email. Thank you!

Best,
Meghan

On Tue, Jul 9, 2024 at 9:16 AM Kristen Merritt <kristen.merritt@chariho.k12.ri.us> wrote:
Here are the posting details you requested:

Submission to this posting must be received by 9:00 a.m. on May 8, 2024.

Peer to Peer (P2P) Faculty Mentor

Two positions - 1 High School, 1 Middle School - \$2,500 stipend each

Positions will run from September 3, 2024 - June 30, 2025

The Peer to Peer (P2P) Faculty Mentor will supervise all aspects of the P2P Program. The Faculty Mentor is well-respected and a strong student advocate. They should be passionate about student mental health and willing to commit time to ensure the program's success. The P2P Faculty Mentor must also be enthusiastic about developing the peer-to-peer student program. Click here to review the P2P manual https://drive.google.com/file/d/1ylqYsaR7BPZMGd1_4UIVS8pTHyaGBoCW/view?usp=sharing.

The faculty mentors will report to the Assistant Principal.

Qualifications:

School counselors, social workers, and school psychologists preferred

Demonstrated experience with Health and Wellness

Demonstrated understanding and successful application of social-emotional standards.

Completed mentor training program or willing to complete mentor program training

Demonstrated evidence of performance excellence.

Essential Duties & Responsibilities (other duties may be assigned):

Attend P2P training (anticipated for Sept 2024)

Be responsible for selecting the P2P Student Team

Coordinate and Facilitate biweekly/monthly P2P meetings

Provide guidance to P2P members to stay on task with their campaign goals

Foster collaboration among team members



Kristen Merritt <kristen.merritt@chariho.k12.ri.us>

Re: Advisory Redesign

1 message

Andrea Spas <andrea.spas@chariho.k12.ri.us>
To: Kristen Merritt <kristen.merritt@chariho.k12.ri.us>
Cc: Jean Bradanini <jean.bradanini@chariho.k12.ri.us>

Wed, Aug 7, 2024 at 7:55 AM

I believe we now have two open spaces. I heard from Jenn Clarke and Jenn Wimmer. Can I email them to let them know they are on the committee?

Andrea

Andrea J. Spas
Principal
Chariho Regional High School
(401) 364-7778

Secondary Director
Rhode Island Association of School Principals

Set Goals. Work Hard. Have Fun.

On Wed, Aug 7, 2024 at 7:53 AM Melisa Ritacco <melisa.ritacco@chariho.k12.ri.us> wrote:
Hi Andrea,

Unfortunately, I am not going to be able to participate in the advisory redesign committee.

Sorry for the inconvenience.
Melisa

On Tue, Aug 6, 2024 at 4:05 PM Andrea Spas <andrea.spas@chariho.k12.ri.us> wrote:
Hi Melisa,

Can you let me know your decision about the advisory redesign team?

Andrea

Sent from my iPhone

On Aug 1, 2024, at 11:09 AM, Andrea Spas <andrea.spas@chariho.k12.ri.us> wrote:

This is up to you Melisa. If you feel like it will be hard to commit to the dates, I understand. Please let me know your decision.

Andrea J. Spas
Principal
Chariho Regional High School
(401) 364-7778

Secondary Director
Rhode Island Association of School Principals

Set Goals. Work Hard. Have Fun.



Kristen Merritt <kristen.merritt@chariho.k12.ri.us>

**Re: Invitation: HOLD: Staff Wellness CoP kick-off meeting @ Wed Sep 11, 2024
3:45pm - 4:45pm (EDT) (Emily Iredale)**

1 message

Catherine Moffitt <cathy.moffitt@chariho.k12.ri.us>

Tue, Jul 30, 2024 at 9:30 AM

To: Katie Kirakosian <katie.kirakosian@chariho.k12.ri.us>

Cc: Emily Iredale <emily.iredale@chariho.k12.ri.us>, Michael Comella <michael.comella@chariho.k12.ri.us>, Kristen Merritt <kristen.merritt@chariho.k12.ri.us>

I'm willing to split the position with Emily.

Cathy

On Mon, Jul 29, 2024 at 1:33 PM Katie Kirakosian <katie.kirakosian@chariho.k12.ri.us> wrote:

Hi Emily,

Thank you for the update. Cathy--could you confirm via email if you are willing to split this CoP position at CES with Emily? Thank you.

All the best,

Katie

Katie Kirakosian, Ph.D.

Development Officer and Project AWARE Coordinator
Chariho Regional School District

Administrative Building
455A Switch Road
Wood River Junction, RI 02894

Office: 401-552-7277

Cell: 413-695-6415

Fax: 401-415-6076

Follow me on Twitter: @Chariho_Pride

Follow me on FaceBook: "Chariho Alumni and Friends Network"

****Read the latest issue (and archives) of my "We Are Chariho" newsletter****

****Consider becoming a mentor through CHILL****

****Find out ways that you can Support Chariho****

****U.S. Department of Education Green Ribbon Schools District Sustainability Awardee****



Kristen Merritt <kristen.merritt@chariho.k12.ri.us>

Fwd: Hope Valley Staff Wellness CoP lead

1 message

Katie Kirakosian <katie.kirakosian@chariho.k12.ri.us>

Tue, Aug 6, 2024 at 8:42 AM

To: Michael Comella <michael.comella@chariho.k12.ri.us>, Kristen Merritt <kristen.merritt@chariho.k12.ri.us>

FYI

All the best,

Katie Kirakosian

----- Forwarded message -----

From: **Giuseppe Gencarelli** <giuseppe.gencarelli@chariho.k12.ri.us>

Date: Tue, Aug 6, 2024 at 8:32 AM

Subject: Re: Hope Valley Staff Wellness CoP lead

To: Katie Kirakosian <katie.kirakosian@chariho.k12.ri.us>

Skye Hart will do it. Will you touch base with her?

Sincerely,

Giuseppe Gencarelli (Mr. G), Principal
Hope Valley Elementary School

On Tue, Jul 30, 2024 at 10:38 AM Katie Kirakosian <katie.kirakosian@chariho.k12.ri.us> wrote:
Hi Giuseppe,

Below is the gist of the posting. And I was slightly off on the stipend amount because of fringe. Our virtual kick-off meeting is 9/11 from 3:45-4:45pm FYI.

Chariho Staff Wellness Community of Practice Coordinators (Seven coordinators: one from each elementary school, middle school, CHS/CTC, and CALA.

Effective: September 3, 2024 - June 30, 2025

Chariho's Staff Wellness Community of Practice Coordinator will consist of seven teacher leaders who share a passion for health and wellness. The coordinator will survey their staff and help coordinate and facilitate the initiative selected (i.e. wellness book study, peer check-ins). Staff Wellness Community of Practice Coordinators play a crucial role in fostering a culture of wellness and support, ultimately contributing to the overall well-being and satisfaction of the community of practice participants.

Chariho Staff Wellness Community of Practice Coordinators:

- Seven coordinators - 18 hours @\$40/hr = \$720

Intended Outcomes:

- Coordinators will survey their schools to determine interest in participating in a school-based community of practice.