



HOPKINTON SCHOOL DISTRICT
School Administrative Unit 66

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Board Notes

(For Monday, August 29, Hopkinton School Board Meeting)

- ❖ Thank you for your support of this meeting. The meeting will take place in the Conference Room at Maple Street School at 7:30am. The focus of the meeting is personnel.
- ❖ The set of minutes from the August 18 meeting is included in the packet for School Board approval.
- ❖ This additional meeting will be focused on personnel nominations and formerly accepting tuition students.
- ❖ The first portion of the meeting will address instructional assistant nominations.
 - a. Middle and High School (2)
 - b. Maple Street School (2)
 - c. Harold Martin School (1)
- ❖ The second portion of the meeting will be focused on a faculty nomination. The nomination of the HMHS Special Education Coordinator/Special Education Teacher leaves one position remaining open: Special Education Teacher at Hopkinton High School. Two finalists have been referred for final interviews.
- ❖ The final portion of the personnel nomination section of the agenda addresses the Technology Specialist position. Mr. Matt Heyner, former Technology Specialist in the district has indicated his desire to return to his former position. Mr. Stone is very excited about Mr. Heyner's return. Mr. Heyner is already trained and excited to continue his career in P - 12 technology in the Hopkinton School District.
- ❖ The next portion of the meeting will be the discussion of the acceptance of tuition students. The tuition policy requires acceptance of tuition students each year. Below is a list of students' grade levels being accepted. If there are specific questions, please feel encouraged to inquire in the nonpublic session.
 - a. One kindergarten student (new - under the Reduced Tuition for Children of Non Resident Teachers Program)
 - b. Three ninth grade students (two returning students, one new)
 - c. One Eleventh grade students (new).
- ❖ A non public session is posted for personnel and student issues.
- ❖ The summer appreciation lunch was well received. Thank you to Dave, Bill, and Bill for representing the board.
- ❖ The new websites have been made public. They are a work in progress, but an important step.
- ❖ Policy work comes into focus soon. The audit turned up an antiquated budget transfer policy that needs to be revised to match current practice. A policy calendar will be developed for the September 6 board meeting.

Important Dates

August 30 – New Staff Orientation

August 31 - Welcome Back Celebration - Faculty and Staff

September 6 - First Day for Students

Respectfully submitted,

Steven M. Chamberlin
Superintendent of Schools

**Hopkinton School Board
Hopkinton, New Hampshire**

**School Board Meeting
Agenda
Maple Street School – Conference Room**

Monday, August 29, 2016 - 7:30am

PUBLIC SESSION

- 1. Call to Order/Pledge of Allegiance**
- 2. Additions/Deletions from Agenda by Superintendent**
- 3. Correspondence**
- 4. Approval of Minutes**

Recommend the Hopkinton School Board approve the minutes of the regular board meeting held on August 18, 2016.

- 5. Public Comment (1)**
- 6. Comments from the Hopkinton School Board**
- 7. Items for Board Discussion**

a. Personnel (Action Items)

i. 2016 – 2017 School Year Nominations (Action Items)

a. Instructional Assistants

- HMHS (2)
- Maple Street School (2)
- Harold Martin School (1)

b. Support Personnel: Technology Specialist

c. Faculty

- HMHS Special Education Teacher/Coordinator
- Hopkinton High School Special Education Teacher

b. Acceptance of Tuition Students (Action Items)

- i. Harold Martin School (1)*
- ii. Hopkinton High Schools (4)*

8. Public Comment (2)

9. Materials Provided

Draft Minutes

Hiring Packets

10. Important Dates

August 30 – New Staff Orientation

August 31 - Welcome Back Celebration - Faculty and Staff

September 6 - First Day for Students

ACTION ITEMS

- 11.** The Hopkinton School Board approve the Superintendent's nomination of Jessica Thompson, Hopkinton High School, Instructional Assistant, for the 2016 – 2017 school year, pending final approval of the Superintendent of Schools.
- 12.** The Hopkinton School Board approve the Superintendent's nomination of Amber Zachos, Hopkinton Middle School, Instructional Assistant, for the 2016 – 2017 school year, pending final approval of the Superintendent of Schools.
- 13.** The Hopkinton School Board approve the Superintendent's nomination of Sarah Barnard, Instructional Assistant, Maple Street School, for the 2016 – 2017 school year, pending final approval of the Superintendent of Schools.
- 14.** The Hopkinton School Board approve the Superintendent's nomination of Francis Roy, Instructional Assistant, Maple Street School, for the 2016 – 2017 school year, pending final approval of the Superintendent of Schools.
- 15.** The Hopkinton School Board approve the Superintendent's nomination of Andrea Kane, Instructional Assistant, Harold Martin School, for the 2016 – 2017 school year, pending final approval of the Superintendent of Schools.
- 16.** The Hopkinton School Board approve the Superintendent's nomination of Matt Heyner, Hopkinton Middle and High Schools, Technology Specialist, for the 2016 – 2017 school year, pending final approval of the Superintendent of Schools.
- 17.** The Hopkinton School Board approve the Superintendent's nomination of Dr. Dale Boyle, Special Education Teacher/Coordinator, Hopkinton Middle and High Schools, for the 2016 – 2017 school year, pending final approval of the Superintendent of Schools.
- 18.** The Hopkinton School Board approve the Superintendent's recommendation to accept a kindergarten tuition student, under the *Reduced Tuition Program for Children of Non-Resident Hopkinton School District Teachers*. (AB)
- 19.** The Hopkinton School Board approve the Superintendent's recommendation to accept a 9th Grade Tuition Student. (CB)
- 20.** The Hopkinton School Board approve the Superintendent's recommendation to reauthorize the acceptance of a ninth grade tuition student, under the *Reduced Tuition Program for Children of Non-Resident Hopkinton School District Teachers*. (TT)

- 21.** The Hopkinton School Board approve the Superintendent's recommendation to reauthorize the acceptance of 9th Grade Tuition Student. (CC)
- 22.** The Hopkinton School Board approve the Superintendent's recommendation to accept a 11th Grade Tuition Student. (MT)

23. Nonpublic Session

Nonpublic Session for the Discussion of Matters as Per RSA 91-A: 3, II (a), (b), and (c)

RETURN TO PUBLIC SESSION

24. Adjournment

If you have any questions for members of the Hopkinton School Board or Administration please feel encouraged to contact them at the phone numbers or emails below:

Hopkinton School Board

Matt Cairns, mcairns@sau66.org
Liz Durant, ldurant@sau66.org
David Luneau, dluneau@sau66.org
Bill Chapin, wchapin@sau66.org
Bill Jones, wjones@sau66.org

Administration

Steve Chamberlin, Superintendent, 746-5186, schamberlin@hopkintonschools.org
Michelle Clark, Business Administrator, 746-5186 mclark@hopkintonschools.org
Meghan Bamford, Director of Student Services, 746-5186, mbamford@hopkintonschools.org
Matt Stone, Director of Technology, 746-5186, mstone@hopkintonschools.org
Bill Carozza, Principal, Harold Martin & Maple Street Schools, 746-3473, bcarozza@hopkintonschools.org
Amy Doyle, Asst. Principal, Harold Martin & Maple Street Schools, 746-3473/746-4195, adoyle@hopkintonschools.org
Chris Kelley, Principal, Hopkinton Middle and High Schools, 746-4167, ckelley@hopkintonschools.org
Rebecca Gagnon, Asst. Principal, Hopkinton Middle and High Schools, 746-4167, rgagnon@hopkintonschools.org

**Hopkinton School Board
Hopkinton, New Hampshire**

**School Board Meeting
DRAFT MINUTES
Maple Street School – Conference Room**

Thursday, August 18, 2016 - 7:30am

IN ATTENDANCE:

School Board: Matt Cairns, Chair, Liz Durant, Vice Chair, William Chapin, Jr., William Jones, Dave Luneau, Board Members

Administration: Steven Chamberlin, Superintendent of Schools, Michelle Clark, Business Administrator

PUBLIC SESSION

1. Call to Order/Pledge of Allegiance

Chair Cairns called the meeting to order at 7:35am led the Pledge of Allegiance.

2. Additions/Deletions from Agenda by Superintendent

Superintendent Chamberlin stated that a resignation has been added to the agenda from Ms. Rebecca McHugh under personnel.

3. Correspondence

4. Approval of Minutes

Motion to approve the minutes of the regular school board meeting held on July 25, 2016 was moved by Ms. Durant and seconded by Mr. Luneau, all in favor, minutes carried as presented.

5. Public Comment (1)

6. Comments from the Hopkinton School Board

7. Items for Board Discussion

- a.* Monitoring of Long Term Projects
 - i.* Facility Project Update
 - ii.* HSD Website Update

Superintendent Chamberlin reported that the preliminary enrollment study was just received this morning. It will be updated with the October 1st enrollment as reported to the State. Superintendent Chamberlin will review the data and will present the Board with a summary report. It was noted that after receiving all the enrollment numbers from local private schools that there are 34 students attending private schools in grade 6-12. As of this meeting kindergarten enrollment is at 70 students and grade 6 is at 77 students.

Mr. Cairns stated that he recently attended the town budget committee meeting and shared that the committee is interested in the facility project and would like to know how much work to the school buildings can be done with the same bond payment as currently in place.

Superintendent Chamberlin presented a preview of the new district website, staff are finishing updates and the website will go live in just a few weeks.

b. School Board Schedule

- i. Second Meeting in August - tentatively set for August 29*
- ii. Summer Appreciation Lunch – August 25 at the Town Library*
- iii. Welcome Back Celebration – August 31 – HMHS*

Superintendent Chamberlin shared upcoming dates and stated the first day of school is September 6th and the first School Board for September will return at 5:30pm.

c. Personnel (Action Items)

- i. 2016 – 2017 Staffing Update*
 - a. Faculty and Staff*
 - b. Schedule b*

Superintendent Chamberlin shared that as of today there were two teaching positions open and a significant number of instructional assistant positions open.

- ii. 2016 - 2017 Resignations*
 - a. HMHS Special Education Coordinator – Ms. Deb McGinty*
 - b. HMHS Special Education Teacher – Ms. Rebecca McHugh*

Superintendent Chamberlin shared that he met with Ms. McGinty for an exit interview. Mr. Cairns stated that an exit interview is most important for growth.

- iii. 2016 – 2017 School Year Nominations (Action Items)*
 - a. Maple Street School Gr 6 Science Teacher – Mr. Roy Moffitt*
 - b. Maple Street School Gr 6 Math Teacher – Ms. Jennifer Robinson*
 - c. HHS Additional Art (0.2FTE) – Ms. Meaghan Ezen*
 - d. HMHS Permanent Substitute - Mrs. Kathleen Schoch*
 - e. HMHS Instructional Assistant - Tabled*
 - f. Harold Martin School Part-time Custodian – Ms. Jennifer Bartlett*
- iv. 2016 – 2017 Schedule b Nominations (Action Items)*
 - a. HHS Fall Sports*
 - b. Extra-Curricular Nominations (Action Item)*

Ms. Durant shared concerns with finding a Robotics coach and feels that it is as important as athletics. She suggested reaching out to local colleges with engineering programs to see if there is any interest for a future teacher who would be interested in coaching this team. She also stressed the importance of having an internal teacher in the school community as the coach; students would have access to speak with coach during the day.

c. Financials (Action Items)

- i. DOE-25*
- ii. MS-25*
- iii. Final Revenue & Expense 2015-2016*

Ms. Clark presented the MS-25 and DOE-25 for School Board signatures.

8. Public Comment (2)

9. Materials Provided

Draft Minutes

Hiring Packets

HHS Fall Sports Nomination Slate

HSD Schedule b Nomination Slate

DOE 25

MS-25

Final Revenue & Expense 2015-2016

10. Important Dates

August 25 - Hopkinton School Board Sponsored Staff Summer Appreciation Lunch - Slusser Senior Center

August 30 – New Staff Orientation

August 31 - Welcome Back Celebration - Faculty and Staff

September 6 - First Day for Students

ACTION ITEMS

- 11.** The Hopkinton School Board accept Hopkinton Middle High School, Special Education Teacher/Coordinator, Deb McGinty's 2016 – 2017 resignation, effective August 15, 2016.

A motion was proposed by Mr. Cairns, moved by Mr. Chapin, Jr., seconded by Ms. Durant all in favor, motion carries.

- 12.** The Hopkinton School Board approve the Superintendent's nomination of Roy Moffitt, Grade 6 Science Teacher, Maple Street School, for the 2016 – 2017 school year, pending final approval of the Superintendent of Schools.

A motion was proposed by Mr. Cairns, moved by Mr. Chapin, Jr., seconded by Ms. Durant all in favor, motion carries.

- 13.** The Hopkinton School Board approve the Superintendent's nomination of Jennifer Robinson, Grade 6 Math Teacher, Maple Street School, for the 2016 – 2017 school year, pending final approval of the Superintendent of Schools.

A motion was proposed by Mr. Cairns, moved by Mr. Chapin, Jr., seconded by Ms. Durant all in favor, motion carries.

- 14.** The Hopkinton School Board approve the Superintendent's recommendation to approve a revised contract, an additional 0.2 FTE, for Meaghan Ezen, Art Teacher, HMHS, for the 2016 – 2017 School Year.

A motion was proposed by Mr. Cairns, moved by Mr. Chapin, Jr., seconded by Ms. Durant all in favor, motion carries.

- 15.** The Hopkinton School Board approve the Superintendent's nomination of Kathleen Schoch, Permanent Substitute, Hopkinton Middle High School, for the 2016 – 2017 school year.

A motion was proposed by Mr. Cairns, moved by Mr. Chapin, Jr., seconded by Ms. Durant all in favor, motion carries.

~~16. The Hopkinton School Board approve the Superintendent's nomination of Jessica Thompson, Hopkinton High School, Instructional Assistant, for the 2016 – 2017 school year, pending final approval of the Superintendent of Schools. **Tabled**~~

17. The Hopkinton School Board approve the Superintendent's nomination of Jennifer Bartlett, part time custodian, Harold Martin School (0.5 FTE), for the 2016 – 2017 school year, pending final approval of the Superintendent of Schools.

A motion was proposed by Mr. Cairns, moved by Mr. Chapin, Jr., seconded by Ms. Durant all in favor, motion carries.

18. The Hopkinton School Board accept Patty Connolly's request for a leave of absence for Varsity Field Hockey Coach for the 2016 – 2017 school year, effective August 12.

A motion was proposed by Mr. Cairns, moved by Mr. Chapin, Jr., seconded by Ms. Durant all in favor, motion carries.

19. The Hopkinton School Board accept the Superintendent's recommendation to approve the 2016 – 2017 HHS fall sports revised coaching slate, as presented.

A motion was proposed by Mr. Cairns, moved by Mr. Chapin, Jr., seconded by Ms. Durant all in favor, motion carries.

20. The Hopkinton School Board accept the Superintendent's recommendation to approve the revised Schedule b 2016 – 2017 slate, as presented.

A motion was proposed by Mr. Cairns, moved by Mr. Chapin, Jr., seconded by Ms. Durant all in favor, motion carries.

21. The Hopkinton School Board accept the Superintendent's recommendation to approve the MS – 25 financial reporting form as certified and completed accurately by Ms. Clark.

A motion was proposed by Mr. Cairns, moved by Mr. Chapin, Jr., seconded by Ms. Durant all in favor, motion carries.

22. The Hopkinton School Board accept the Superintendent's recommendation to approve the DOE - 25 financial reporting form as certified and completed accurately by Ms. Clark.

A motion was proposed by Mr. Cairns, moved by Mr. Chapin, Jr., seconded by Ms. Durant all in favor, motion carries.

23. The Hopkinton School Board approve the Superintendent's recommendation to accept the resignation of Hopkinton High School Special Education Teacher, Rebecca McHugh, effective August 17, 2016.

A motion was proposed by Mr. Cairns, moved by Mr. Chapin, Jr., seconded by Ms. Durant all in favor, motion carries.

24. Nonpublic Session

Nonpublic Session for the Discussion of Matters as Per RSA 91-A: 3, II (a), (b), and (c)

Personnel

A student issue

At 8:34am Ms. Durant moved, seconded by Mr. Chapin, Jr., that the Board enter into nonpublic session in accordance with RSA91-A: 3, II (a), (b), and (c) for the discussion of personnel and a student issue. Motion passed on a roll call vote: Ms. Durant (yes), Mr. Jones (yes), Mr. Chapin, Jr., (yes), Mr. Luneau (yes), Mr. Cairns, (yes), all in favor.

RETURN TO PUBLIC SESSION

25. Adjournment

At 8:50am, Mr. Luneau moved, seconded by Mr. Chapin, Jr., to adjourn the meeting, motion passed, all in favor, not opposed.

Respectfully submitted,

Brenda Vincent

If you have any questions for members of the Hopkinton School Board or Administration please feel encouraged to contact them at the phone numbers or emails below:

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adoyle@hopkintonschools.org

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rgagnon@hopkintonschools.org

Maple Street School, Hopkinton, NH
Nonpublic Minutes
August 18, 2016

Nonpublic Session for the Discussion of Matters as Per RSA 91-A: 3, II (a), (b), and (c)

Personnel, student issue

During the nonpublic session the Board discussed personnel and a student issue.

No action was taken.

The Board came out of nonpublic session at 8:49am.

Respectfully submitted,

Brenda Vincent

Jessica Thompson
46 Black Pond Road Windsor, NH 03244
Jessica.Thompson.A@gmail.com Cell 774-271-1600

Work Experience:

Natick Public Schools, *Paraprofessional*, Natick, MA (Feb. 2013 – Present)

Paraprofessional, Full Time school year, Natick High School (Aug. 2013 – Present)

- Engage closely with students to assist with coursework, test preparation and homework.
- Assist teacher and the class to maintain order, remain on task, reiterate instruction and answer questions.

After School Actives Program Instructor, Bennett-Hemenway Elementary (Feb. 2014 – Present)

- Engage closely with students to assist with daily activities and schedule
- Keep a clean, safe, happy environment

Paraprofessional Long Term Substitute, Natick High School (Feb. 2013 – Jun. 2013)

Best Friends Pet Care, *Intern Manager*, Sudbury, MA (Feb. 2012 – Feb. 2013)

Customer Service Representative (Feb. 2013 – Aug. 2013)

- Customer service, schedule appointments, retail sales, interaction with the general public
- Operate computer system, telephone and other office equipment

Intern Manager (Oct. 2012 – Feb. 2013)

- Supervise day to day operations of the facility, staff and clients
- Multi-tasking, problem solve, motivate the staff, keep a positive atmosphere
- Customer service, schedule appointments, retail sales, interaction with the general public
- Operate computer system, telephone and other office equipment
- Manage and run all Doggie Day Camp programs and events

Doggie Day Camp Counselor (Feb. 2012 – Oct. 2012)

- Kept a safe, order and clean environment for canine camper
- Customer service, interaction with the general public

Education:

Framingham State University, Framingham, MA *Bachelor of Arts*, May 2009

- Major: Studio Art (General Studio Art) / Minor: Business Administration
- Major GPA 3.5/4.0 Overall GPA 3.3/4.0 / President and Dean's List

Sutton Memorial High School, Sutton, MA, graduated June 2005

Skills, Interest, and Activities:

- *Skills:* organization, basic computer skills, administrative skills, some digital art skills, creative, and good with the general public, elderly, children and animals.
- *Interest & Activities:* arts and craft, camping, home gardening, playing games/ sports, being with friends, family and pets

Amber Zachos

140 Broad Cove Drive, Concord, NH 03303-4003

(603)848-4886

AC.Zachos@yahoo.com

Professional Profile

Eager to excite students in mathematics through engaged learning and technology.

- Holds a Bachelors Degree in Secondary Mathematics Education.
- Currently pursuing Masters Degree in Mathematics Education.
- Dedicated to cooperative, enthusiastic and dynamic teaching as a means of creating and nurturing a lifelong love of knowledge in students.

Education and Certifications**B.S. Mathematics Education**

Plymouth State University, Plymouth, NH. 2014

Associates of Science Business Administration

New Hampshire Technical Institute, Concord, NH. 2010

Provisional Certifications

NH State Secondary Mathematics Education.

Key Qualifications

Certified in High School (7-12) Mathematics Education.

Two years of experience teaching at an Alternative High School. Built my own curriculum based on district's competencies.

Plan and instruct subject area using wide variety of teaching aids, motivational and implementation strategies to engage students in active learning.

Experienced with TI-83, 84 and 89 calculators.

Computer Skills

- **Software:** Microsoft Windows®, Microsoft Office, SMART Technology, Web2School, and Google Drive

Professional Affiliations

NCTM – Member since 2012

NH National Guard 237th MP Company – FRG Youth coordinator

FRANCIS J. ROY
Skierx909@gmail.com
144 Eastern Ave Apt. 203 Manchester, NH 03104
603-359-7721

OBJECTIVE:

To obtain a job as an Paraprofessional

EDUCATION:

New England College
Bachelor of Arts in Education
GPA: 3.09 (4.0 scale)
Projected Date of Graduation

Henniker, NH
Sept. 2010 – present

May 2014

Woodsville High School
High School Diploma

Woodsville, NH
June 2010

EDUCATIONAL EXPERIENCE:

Windham School District
Instructional Assistant

- Assisting the classroom teacher implement lessons
- Assisting students with classwork
- Collaborating with team members
- Working with students to reach their goals

Windham, NH
Sept. 2014- Present

Field Experience
Teacher Assistant

Weare, NH
Sept. 2013- Dec. 2013

- Assisted teacher with everyday activities
- Running daily activities like calendar and phonics
- Collaborating with teacher on students behavior and talking about how activities went
- Developed lesson plans appropriate for kindergarten classes

Special Education Procedures
Practicum Student

Weare and Henniker, NH
January 2013- May 2013

- Observe students and teachers in special education program
- Developed tool kit on a student from class
- Learned strategies to implement in classroom

Outreach 360, New England College
Teaching Volunteer

Jinotega, Nicaragua
January 2013

- With team of college professors and peers, created lesson plans for students learning English
- Helped students with reading and pronunciation

NEC (New England College) Camp
Teaching Volunteer

Manchester, NH
2012 – 2013

- Helped new Americans apply to colleges, fill out the Common Application and apply for scholarships

Yellow Ribbon Programs
Caregiver

Various locations throughout NH
2011 – 2012

- Cared for children of returning veterans during workshops for veterans presented throughout New Hampshire

The Contoocook School
Practicum Student

Contoocook, NH
Spring 2011

- Assisted teachers in a school for teens with emotional and psychological disorders
- Helped individual students during in-class assignments

Woodsville Elementary School
High School Mentor

Woodsville, NH
2010

- Volunteered to work as a teacher assistant in a kindergarten classroom
- Helped students with homework and observed teaching strategies of a full-time teacher

ADDITIONAL WORK EXPERIENCE

NH State Liquor Store

Laborer

W. Lebanon, West Hooksett, NH

May 2013 – present

- Stock shelves, answer customer questions, find and carry products for customers
- Work 15 hours/week while in school, full-time during summers

Royal Electric

Laborer

Woodsville, NH

Dec. 2006- present

- Worked around shop (painting, mowing lawn, running parts)
- Worked at jobsites running wire, placing pipe, running parts

REFERENCES available upon request

SARAH BARNARD

65 Hutchins Hill Road • Hopkinton, NH

Phone: 603-545-7291 • Email: sarahbarnard1994@gmail.com

EDUCATION

Emmanuel College; Boston, Massachusetts

May 2016

Bachelor of Arts: Double Major in Elementary Education and Liberal Studies; GPA: 3.68 on a 4.0 scale; cum laude

CERTIFICATIONS

Massachusetts Initial License in Elementary Education, Grades 1-6

May 2016

Adult and Pediatrics First Aid/CPR/AED Certified

2016

SEI Endorsement

2016

HONORS

Pi Lambda Theta Education Honor Society

2016-Present

Omicron Delta Kappa National Leadership Honor Society

2015-Present

Dean's List Recipient

2012-2016

Who's Who Among Students in American Universities and Colleges

2016

Named to the GNAC All-Sportsmanship Team for cross country

2015

STUDENT TEACHING EXPERIENCE

Pierce School; Second Grade; Brookline, Massachusetts

Spring 2016

- Used the *Responsive Classroom* method to design and instruct lessons that encouraged academic success and social skill development
- Used the *Teachers College* program to implement Lucy Calkins-based writing workshops
- Developed curriculum units (e.g. culture, geography, and history of Japan)
- Participated in the More Math program, which provides students with leveled math support
- Took part in ELA and math common planning time with the second grade teaching team
- Implemented guided reading groups and math centers
- Worked one-on-one, in small groups, and whole-group for all second grade subjects
- Helped create a classroom website with information, pictures, and updates for parents and faculty

RELATED EXPERIENCE

Granite State Track; Hopkinton, New Hampshire; Volunteer Coach

May- June 2016

- Coached elementary-age students in various track events to compete at regional meets

St. Pope John Paul II Academy; Third Grade; Dorchester, Massachusetts

Fall 2015

- Pre-Practicum for Math Methods and SEI: Teaching English Language Learners Courses
- Created lesson plans on money and multiplication, while also including differentiations for ELL students

Quincy Catholic Academy; First Grade; Quincy, Massachusetts

Spring 2015

- Pre-Practicum for my Literacy Methods Course
- Created an author-study unit on Marc Brown and integrated iPad use into the classroom

Harold Martin School; Second and Third Grade; Hopkinton, New Hampshire

May-June 2013, 2014

- Volunteer Teacher's Aide
- Implemented classroom management, corrected work, and worked one-on-one and in small groups

WORK EXPERIENCE

Kimball Jenkins Summer Art Camp; Concord, New Hampshire; Head Counselor

Summers 2012-2016

- Responsible for classes of twelve or more students, ages 5-9 for 40 hours a week. Planned, taught and supervised student art lessons and craft and playtime activities.
- Volunteered during the summers of 2010-2011

Kearsarge Regional School District; Kearsarge Region, New Hampshire; Substitute Teacher

May-June 2016

- Performed essential classroom duties in various elementary grades.

Hopkinton School District; Hopkinton, New Hampshire; Substitute Teacher

May-June 2016

- Performed essential classroom duties in various elementary grades.

Emmanuel College Financial Aid Office; Boston, Massachusetts; Operations Student Worker

2014-2016

- Scanned/uploaded confidential documents to student folders, organized files, stuffed/mailed out letters

Part-Time Child Care Provider; Hopkinton, New Hampshire

2013-Present

- Supervised various children ages 1-9, provided meals, activities, and overall child safety

ACTIVITIES

Cross Country, Emmanuel College (2013-2015); Team Captain (2015)

History Club, Emmanuel College (2013-2015); Executive Board Secretary/Public Relations (2015)

- Recorded notes on all club and executive meetings, compiled all trip and event information, supported various other clubs by attending their events, formulated mini history lessons, helped coordinate history-related events, and created banners, posters, and social media advertising to promote events

Emmanuel College Community Outreach Club (2013-2015)

- Participated in events such as the Breast Cancer Awareness Walk, the Charles River Cleanup, and several Sunday service trips to help prepare meals for elderly citizens

Saints Giving Back Club, Emmanuel College (2013-2016)

- Participated in service trips to Boston Children's Hospital temporary homes to prepare full meals for families of sick children

Yoga Club, Emmanuel College (2013-2015)

Emmanuel College Programming Board (2013-2014)

SKILLS

Weebly website design

French Language- Basic (Reading, Writing, Speaking, and Listening)

Andrea Kane
331 Briar Hill Rd. Hopkinton, NH
(603) 856-4835, andi13kane@gmail.com

Summary:

Former teacher with MA and experience with a wide variety of age groups looking to get back to the classroom after time off to raise children. Very enthusiastic about working with kids and about learning (for both me and the students).

Experience:

Reach for the Stars Volunteer

2014-present

- Designed and taught 4 classes in cooking for two years
- Designed and taught 4 classes in "Mad Science"

Volunteer Classroom Aid and Substitute Teacher

9/2014-5/2016

Emerson Preschool

- Moved between two fluid classrooms to aid students and teachers where needed
- Guided art and science projects with small groups of students
- Led whole class in songs with movement
- Read out loud to whole group
- Supervised outdoor play

Substitute Teacher

01/2006- 6/2007

GB Recruitment (Staffs.) Ltd.

- Worked in around 10 schools around the town of Stoke-on-Trent, UK
- Implemented plans left by teachers in range of subjects (French, Science, English, Computer Science, Math)
- Worked with students from 2nd grade up to 10th grade
- Managed large classes of 30 plus students

Teacher of English

09/2003- 07/2005

Greensward College

- Taught English Literature to grades 6-10
- Created lesson plans that aligned with national curriculum standards
- Earned UK Qualified Teacher Status
- Managed 6-7 classes of 30-32 students
- Met with the parents of my homeroom regularly to discuss student progress
- Integrated a student with Autism into a mainstream class without the aid of a teaching assistant

Education:

Masters of Arts in Teaching, Secondary Education - University of Maine, Orono

Bachelor of Arts, Cum Laude, English and American Literature; European Cultural Studies with high honors- Brandeis University

Adjunct Professor English Department,
Teacher of developmental reading courses

2003 - 2005 Sharon Public Schools

- Member of a task force evaluating the Student Services Department of Sharon Public Schools
- Supervisor of instructional assistants
- Coordination of services between administration and school personnel

2003 - 2008 School Council Faculty Representative

2002 – 2008 Sharon Public Schools, Sharon, Massachusetts

Special Education Teacher – Elementary K-5

- Responsible for completing diagnostic assessments and administering standardized tests for students grades K-5
- Member of Special Education Team determining eligibility, developing appropriate education plans, and monitoring student progress
- Provide direct specialized reading instruction
- Supervisor of instructional assistants
- Coordination of services between administration and school personnel

1998-2002 Attleboro Public Schools, Attleboro, Massachusetts

Diagnostic Prescriptive Teacher/Inclusion Specialist-Middle School

- Responsible for completing diagnostic assessments and administering standardized tests
- Member (frequently chairperson) of Special Education Team to determine eligibility for Special Education, develop appropriate educational programs, and monitor student progress
- Coordination of services between administration and school Personnel

1996-1998 Attleboro Public Schools, Attleboro, Massachusetts

Special Education Teacher- Behavior Resource Program-High School

- Responsible for devising and modifying individual curriculum in basic subject areas to meet individual needs and graduation requirements
- Encourage students to exhibit acceptable social behavior and to adhere to school attendance and behavior policies
- Provide educational testing to student to determine eligibility, progress, and to develop education programs

1995-1996 Pawtucket School Department, Pawtucket, Rhode Island

Special Education Diagnostic Prescriptive Teacher

- Responsible for educational testing to determine Special Education eligibility and progress for students in grades 6-12
- Coordinating the implementation of team recommendations with appropriate teaching staff and Special Education services both for students within the system and in outside placement

Dale S. Boyle
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508-353-3990 (cell)

Education

2010 - 2014 Capella University, Minneapolis, Minnesota

Doctor of Education

Specialization in Educational Leadership and Management

2001 Providence College, Providence, Rhode Island

Certification in Special Education Administration

1993 - 1997 Providence College, Providence, Rhode Island

Master of Education

Specialization in Special Education with additional
study in the field of Guidance and Counseling

1986 - 1990 Bridgewater State College, Bridgewater, Massachusetts

Bachelor of Science

K-6 Education

2000 - 2002 *Specialized Reading Studies*

Completion of studies leading to Associate Level membership

Academy of Orton-Gillingham Practitioners

Training in Wilson Reading Method

Publications

Dissertation: *The Impact of Peer Mentoring on First-Time College Students in a Student Success Course*

Accreditations – inactive at present

Massachusetts Certification

Elementary Education

Special Education ages Pre-K to Grade 12

Rhode Island Certification

Special Education Administrator

Special Educator Middle/Secondary Level

Teacher of Elementary Grades (1-6)

Professional Experience

2007 – Present Associate Professor of English at Community College
of Rhode Island

Professor of developmental reading and writing courses and
oral communications

-Service on numerous committees including NEASC
reaccreditation, Strategic Planning, Foundations of Excellence,
Governance, CITLA, and English Department personnel
search committees

-Coordination of committee conclusions and judgments with
administration

2003 - 2007 Community College of Rhode Island