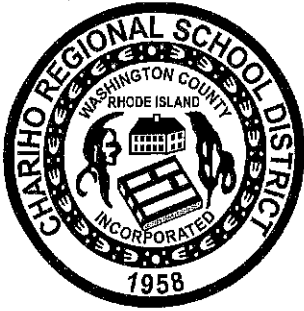


FYI



**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*

OFFICE OF THE SUPERINTENDENT  
SEP - 9 2022



KRISTEN MERRITT  
Human Resources Administrator

LINDA D. LYALL  
School Committee Chairperson

GINA M. PICARD  
Superintendent of Schools

TO: Gina Picard  
FROM: Kristen Merritt  
DATE: September 9, 2022  
SUBJECT: Staff Update

Name	Position	Reason
Sarah Babcock	District Teacher Assistant, 6.75 hours per day, 5 days per week, 10 months – currently assigned to Middle School	Appointment effective 9/19/2022
Rebecca Burns	Part-Time English Teacher – High School	Maternity leave effective from approximately 12/8/2022-3/9/2023
Richard S. Plante	District Maintenance	Resignation effective 9/8/2022
Katherine Kirakosian	CSI Project Manager – CALA	Re-appointment effective 10/1/2022-9/30/2023
Justin Kazarian	SEL and Health and Wellness Coordinator - CALA	Re-appointment effective 10/1/2022-9/30/2023
John Haas	Bus Duty AM & PM – High/Middle School	Appointment effective 9/14/2022

## Kristen Merritt

---

**From:** Gregory Zenion  
**Sent:** Tuesday, August 30, 2022 4:42 PM  
**To:** Kristen Merritt  
**Cc:** Mary Beth Florenz  
**Subject:** 1.0 TA position

Hi Kristen,

The CMS hiring committee would like to move Sarah Babcock forward in the hiring process for the position of 1.0 TA. Please let me know if you have any questions.

Thanks,

Greg

I look forward to the opportunity to help children reach their full potential with their education, while supporting the teacher's goals. I have my teacher's assistant certificate through the Institute of Labor Studies and Research, and am excited to use what I have learned. I can work well in a team, as well as being a focused self-motivated worker. I aspire to grow my skills as a teacher's assistant, as I help the children grow their skills.

# Sarah Ruth Babcock

Westerly, Rhode Island 02891

## ***Education***

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### **Coventry High School**

Coventry, Rhode Island

Attended September 2005 to June 2009

Degree conferred June 2009

## ***Experience***

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### **North Kingstown Animal Hospital**

May 2020 - Present

Veterinary Technician

North Kingstown, RI

Helping veterinarians with appointments, reception duties such as , scheduling appointments, triaging urgent issues, and using Evet the veterinary software.

**Reason for leaving:** Presently employed.

**Supervisor:** Lorie C (401-2959777)

**Experience Type:** Other, Full-time

Please **do not** contact this employer

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### **Ocean State Veterinary Specialists**

Dec 2019 - May 2020

Inpatient Technician

East Greenwich, RI

Nursing care for hospitalized patients. Providing medication, placing and maintaining catheters, checking blood pressures and checking vitals. Notifying veterinarians in changes in patients medical needs or care. Discharging patients to clients.

**Reason for leaving:** Wanted more 9-5 type hours.

**Supervisor:** Katie (4018866787)

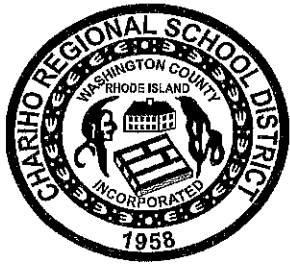
**Experience Type:** Other, Full-time

It is **OK** to contact this employer

## ***Teacher Assistant Certificate***

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I have received my Teacher Assistant Certificate through the RI Institute for Labor Studies in June.



**Chariho Regional School District**  
**Chariho Regional High School**  
453 Switch Road  
Wood River Junction, Rhode Island 02894



*All Kids. All of the Time.*

2 September 2022

To Kristen Merritt and the Chariho Administrative Team:

I am requesting maternity leave beginning approximately December 8, 2022. I would like to return after 13 weeks, bringing my return date to approximately March 9, 2023.

Thank you,

A handwritten signature in cursive script that reads "Rebecca Burns".

Rebecca Burns

English Department

Chariho Regional High School

## Kristen Merritt

---

**From:** Richard S. Plante Jr.  
**Sent:** Wednesday, September 07, 2022 12:36 AM  
**To:** Kristen Merritt; Gina Picard; Jason Sullivan  
**Subject:** Resignation

I am resigning from my maintenance position effective 9/8/22

## Kristen Merritt

---

**From:** Katie Kirakosian  
**Sent:** Tuesday, September 06, 2022 12:43 PM  
**To:** Kristen Merritt  
**Cc:** Brian Tetreault  
**Subject:** CALA CSIP reappointments

Hi Kristen,

I spoke with Brian today about next year's CSIP and the many stipended positions that we have. He would like to reappoint me as the Program Manager and Justin Kazarian as the SEL Health & Wellness Coordinator, both effective 10/1/22-9/30/23. Would you need anything else from me for this?

All the best,

Katie

---

Katie Kirakosian, Ph.D.

Development Officer  
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

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Follow me on Twitter: [@Chariho\\_Pride](#)  
Follow me on FaceBook: "[Chariho Alumni and Friends Network](#)"

**\*\*Read Chariho Regional School District's 2020-2021 [Annual Report](#)\*\***

**\*\*Find out how you can [Support Chariho](#)\*\***

**\*\*Read the latest issue of my "[We Are Chariho](#)" newsletter\*\***

**\*\*Consider becoming a mentor through [CHILL](#)\*\***

**\*\*Check out my [Grant Opportunities](#) site\*\***



#welovechariho



## Kristen Merritt

---

**To:** John Haas  
**Subject:** RE: Extracurriculars

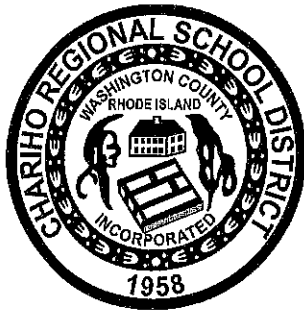
**From:** John Haas [<mailto:john.haas@chariho.k12.ri.us>]  
**Sent:** Wednesday, September 07, 2022 2:56 PM  
**To:** Kristen Merritt  
**Subject:** Extracurriculars

Kristen -

I went to fill out the extracurricular sheet a moment ago but noticed it was closed. If it's too late to add my name to the list I understand. If not, I would like to put in for AM/PM bus duty.

Thank you,

John Haas  
7th Grade School Counselor  
Chariho Middle School  
401-315-2840 x2221  
[john.haas@chariho.k12.ri.us](mailto:john.haas@chariho.k12.ri.us)



**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*

OFFICE OF THE SUPERINTENDENT  
SEP 16 2022

KRISTEN MERRITT  
Human Resources Administrator

LINDA D. LYALL  
School Committee Chairperson

GINA M. PICARD  
Superintendent of Schools

TO: Gina Picard  
FROM: Kristen Merritt  
DATE: September 16, 2022  
SUBJECT: Staff Update

Name	Position	Reason
Susan Peterson	District World Language (Spanish) Teacher – currently assigned to High School	Appointment effective 10/3/2022
Samuel Pascale	Dean of Students – currently assigned to Middle School	Resignation effective 9/23/2022
Lynn Dowding	Chorus Advisor – High School	Appointment effective 9/12/2022-6/30/2023
Lynn Dowding	Chorus Advisor – Middle School	Appointment effective 9/12/2022-6/30/2023
Ryan Bridgham	Robotics Advisor – High School	Appointment effective 9/12/2022-6/30/2023
Lori Scungio	Student Council Advisor – High School	Appointment effective 9/12/2022-6/30/2023
Keith Moreau	Technical Equipment Specialist – High School	Appointment effective 9/12/2022-6/30/2023
Evelyn Christy	Portfolio Support Team English – High School	Appointment effective 9/12/2022-6/30/2023
Rachael Franklin	Portfolio Support Team Math – High School	Appointment effective 9/12/2022-6/30/2023
Betsy Alvarez	Portfolio Support Team Social Studies – High School	Appointment effective 9/12/2022-6/30/2023
James Provuncher	Portfolio Support Team Science – High School	Appointment effective 9/15/2022-6/30/2023
Patricia Dipollino	Portfolio Support Presentation Facilitator – High School	Appointment effective 9/12/2022-6/30/2023
Martha Dion	Portfolio Support Presentation Facilitator – High School	Appointment effective 9/12/2022-6/30/2023
Mark Carson	Portfolio Support Presentation Facilitator – High School	Appointment effective 9/12/2022-6/30/2023

Sandra Hanley-Stansfield	Portfolio Support Presentation Facilitator – High School	Appointment effective 9/12/2022-6/30/2023
Dana Hall	Portfolio Support Presentation Facilitator – High School	Appointment effective 9/12/2022-6/30/2023
Keith Moreau	Portfolio Support Presentation Facilitator – High School	Appointment effective 9/12/2022-6/30/2023
Leanne Hackett	Portfolio Support Presentation Facilitator – High School	Appointment effective 9/12/2022-6/30/2023
Christine Haberek	Portfolio Support Presentation Facilitator – High School	Appointment effective 9/12/2022-6/30/2023
Melisa Ritacco	Portfolio Support Presentation Facilitator – High School	Appointment effective 9/12/2022-6/30/2023
Michael Kelly	Portfolio Support Presentation Facilitator – High School	Appointment effective 9/15/2022-6/30/2023
Katie Briggs	Student Council Co-Advisor – Middle School	Appointment effective 9/15/2022-6/30/2023
Olivia McCullough	Student Council Co-Advisor – Middle School	Appointment effective 9/15/2022-6/30/2023
Jennifer Mossner	ESD/Detention Supervisor (Tuesdays)	Appointment effective 9/16/2022-6/30/2023
Jonathan Sayer	Co-ed Cross Country, Assistant Coach – Middle School	Appointment effective 9/19/2022-6/30/2023

# Chariho Regional School District Superintendent's Interview Report

Name: Susan Peterson Date of Interview: 09/06/2022  
Position: World Language (Spanish) Teacher(10-day rule) FTE: 1.0  
Building: District – currently assigned to High School Starting Date: 10/03/2022

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: 21

Currently Tenured in Another RI District: No

Decision: Recommended  Not Recommended

Salary Step Placement Step 12 (\$89,781)

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

Subject Matter Training Compensation No

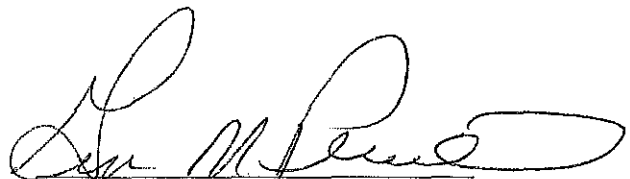
Have you been a member and contributed to the RI retirement system? Yes  No

## Employment Notes:

1. Must complete Reflective Practitioner course by May 1, 2024.
2. 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 08/26/2022.

## Other Items Discussed:

1. New Teacher Orientation (Aug. 25)
2. Professional Development (Aug. 31)
3. Orientation Day (Aug. 30)
4. 1:1 Initiative
5. Salary and Health Benefits
6. 10-day Rule (if applicable)

  
Superintendent of Schools

## **Kristen Merritt**

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**From:** Andrea Spas  
**Sent:** Monday, September 05, 2022 5:26 PM  
**To:** Kristen Merritt; Gina Picard  
**Cc:** Dana Hall; Elizabeth Charpentier; Gary Liguori; Michaela Pont; Jean Bradanini  
**Subject:** World Language Candidate

Mrs. Picard and Mrs. Merritt,

The World Language interview team (cc'd on this email), would like to move Susan Peterson forward in the hiring process for the Spanish Teaching position. Our team interviewed her on Friday. I spoke with one of her references this evening. This reference, an administrator and former colleague of Susan's, highly recommends her and said that she wishes she could hire her. She shared that Susan makes strong connections with her students.

The team would like to move Susan forward in the hiring process.

Thank you,  
Andrea Spas

**Andrea J. Spas**  
Principal  
Chariho Regional High School  
(401) 864-7778  
[Andrea.Spas@Chariho.k12.ri.us](mailto:Andrea.Spas@Chariho.k12.ri.us)

**Set Goals. Work Hard. Have Fun.**

Susan N Peterson

Hopkinton, RI 02832

August 31, 2022

Charlho Regional School District  
455A Switch Road  
Wood River Junction, RI 02894

Dear Members of the Hiring Committee,

Please consider this letter of interest for the position of Spanish Teacher at Charlho High School. During a time when there is a teacher shortage and many educators are deciding to leave the profession, I am more certain than ever that being a teacher is my life's work. My passion for the Spanish language and culture coupled with the rapport and connections I form with my students make me an enthusiastic and energetic world language teacher.

I have 22 years of experience as a secondary school teacher. My most recent position is at The Morgan School in Clinton, Connecticut. Morgan is a public high school in a middle class community with a varied student population. My tenure at Morgan has provided me with the opportunity to teach all levels of Spanish to all types of students, from the valedictorian of the class to the most academically challenged student. I provide my students with differentiated experiences and assessments in which they can show their mastery of the most important language skills - reading, writing, listening and speaking. I am a lover of vocabulary and get really excited about Spanish grammar. This comes through in my teaching and the delivery of content in my classroom.

It is my belief that the most important work of a teacher comes in the connections she makes with students both within the classroom and within the school community. When students feel supported and valued, they are more engaged in the classroom and are open to learning. Additionally, when teenagers feel heard and understood, classroom management is easier and there are fewer behavioral issues. Some of my best teacher moments have been outside of the classroom, from organizing the prom as a class advisor to facilitating trips to Spain with our upper level Spanish students.

I have a solid reputation at my current school and I am a senior member of the faculty. I expected to stay at Morgan for the remainder of my career as I have no professional reason to leave. However, I have been blessed with a wonderful change in my personal life that brings me to the Hope Valley area. I would be a great fit for Charlho and I am eager to meet with you should my experience meet the needs of your department.

Regards,

Susan N Peterson

## Kristen Merritt

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**From:** Samuel Pascale <samuel.pascale@chariho.k12.ri.us>  
**Sent:** Wednesday, September 14, 2022 1:55 PM  
**To:** Kristen Merritt  
**Subject:** Dean Resignation Updated

Dear Kristen,

After long thought and consideration, I regret to inform you that I will be resigning from the position of Dean of Students at the Middle School. This decision has been hands down the hardest of my life. The position of Dean is simply not the right fit for me personally at this time in my career. My last day of employment will be Friday, September 23rd, 2022.

Chariho has given me amazing opportunities to learn and grow as an educator. I consider myself extremely lucky to have been a part of this district. Principal Zenion and Assistant Principal Florenz have been a pleasure to work under. They have helped me grow immensely as an educator and I am extremely grateful for their leadership and supervision.

It saddens me to leave such a wonderful community of students, teachers and staff. However, at this point in my life, working with students in the classroom is what I am most passionate about. I want to personally thank you and all of the administration employees for the endless hours of work you do to keep this district running so smoothly. You have been a great help to me in my transition here as a Teacher and a Dean. I hope to one day return to Chariho to teach Health and Physical Education and I will forever be grateful to have been a Chariho Charger.

Sincerely,

Sam Pascale

## Kristen Merritt

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**From:** Jennifer Mossner <jennifer.mossner@chariho.k12.ri.us>  
**Sent:** Thursday, September 15, 2022 11:57 AM  
**To:** Kristen Merritt  
**Cc:** Gregory Zenion  
**Subject:** CMS ESD Position

Kristen,

I would like to cover the CMS ESD position on Tuesdays until a replacement can be found. My current schedule is 7am-3:30 pm and ESD is 2:15pm-5:15pm. I understand that I am already getting paid for the first hour by my current position and will not receive additional compensation.

Please do not hesitate to write with any questions.

Thanks,  
Jen