



ENCLOSURE **VIII A**
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.



CATHERINE M. GIUSTI
School Committee Chairperson

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: November 9, 2023

Subject: Evaluation and recommendation of Architecture firms per the Necessity of School Construction Committee, Request for Qualifications (RFQ) 24-03 submitted 11/8/23.

Members of the Necessity for School Construction Committee (membership attached) met on November 8th to review the RFQ to select an architect for the upcoming Rhode Island Department of Education (RIDE) housing aid capital planning process. As noted previously, RIDE requires the services of an architect to submit the required information to obtain housing aid funding.

The submissions from (2) two qualified respondents will be digitally available in your packet. The process will be each member will have their individual evaluations scored, averaged together, and this will be the basis for initial award. The members will have their evaluations in by 3pm Friday November 10th to provide adequate time for School Committee to review the process and scoring.

UPDATE: Scoring was submitted as noted and is attached

The highest overall score was assigned to SLAM Architects. We ask the School Committee to authorize an agreement with this respondent if suitable contract terms, within budget available, can be achieved.

If not the next responsive bidder will be engaged.

Thank you.

LLB												Totals
Committee Members	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	
Gina Picard	7	5	5	11	4	7	5	5	10	12	5	76
Ned Draper	7	6	5	12	4	7	4	5	10	11	2	73
Jason Sullivan	8	5	4	12	4	7	4	4	14	10	5	77
Giuseppe Gencarelli	5	3	3	10	3	5	3	3	10	10	3	58
Jeffrey Scanapieco	5	5	4	10	4	6	3	4	11	12	2	66
Gregory Zenion	7	5	3	12	4	8	4	4	15	8	1	71
Craig Louzon	7	9	5	12	4	8	4	4	13	12	5	83
Catherine Giusti	6	6	5	10	4	7	5	5	13	13	4	78
Patricia Pouliot	10	10	5	15	4	10	5	5	15	15	6	100
Karen Reynolds	8	5	5	10	4	8	5	5	13	12	4	79
Average	7.0	5.9	4.4	11.4	3.9	7.3	4.2	4.4	12.4	11.5	3.7	76.1

SLAM												Totals
Committee Members	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	
Gina Picard	8	7	5	13	4	9	5	5	12	10	3	81
Ned Draper	8	8	5	12	4	8	5	5	13	13	5	86
Jason Sullivan	9	7	5	14	4	8	4	4	14	12	5	86
Giuseppe Gencarelli	10	9	4	12	3	8	4	5	12	12	4	83
Jeffrey Scanapieco	9	5	4	12	4	8	4	4	12	12	4	78
Gregory Zenion	9	5	5	14	4	6	5	4	15	10	6	83
Craig Louzon	8	9	5	13	4	9	4	5	13	13	5	88
Catherine Giusti	10	6	4	15	4	8	5	4	14	12	6	88
Patricia Pouliot	9	9	4	14	3	9	4	4	14	14	5	89
Karen Reynolds	8	8	5	15	4	10	5	5	12	12	6	90
Average	8.8	7.3	4.6	13.4	3.8	8.3	4.5	4.5	13.1	12.0	4.9	85.2



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
NOV 14 REC'D



CATHERINE M. GIUSTI
School Committee Chairperson

GINA M. PICARD
Superintendent of Schools

KRISTEN MERRITT
Human Resources Administrator

TO: Gina Picard

FROM: Kristen Merritt

DATE: November 14, 2023

SUBJECT: Staff Update

Name	Position	Reason
Kimberly Sullivan	Administrative Assistant to the Assistant Superintendent	Appointment effective 12/4/2023
Kimberly Elefante	Part-time District Custodian - 2 nd Shift, 4 hours per day, 5 days per week, 12 months currently assigned to CTC	Appointment effective 11/17/2023



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

Administrative Assistant to the Assistant Superintendent Finalist

1 message

Michael Comella <michael.comella@chariho.k12.ri.us>

Mon, Nov 6, 2023 at 3:39 PM

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

Cc: Nancy Pirnie <nancy.pirnie@chariho.k12.ri.us>, Kristen Merritt <kristen.merritt@chariho.k12.ri.us>, Donna Sieczkiewicz <donna.sieczkiewicz@chariho.k12.ri.us>

Dear Gina,

The interview committee would like to move Kimberly Sullivan as a finalist for the Administrative Assistant to the Assistant Superintendent position. She was the unanimous choice of the interview committee.

Please move forward with scheduling a final interview with Ms. Sullivan. This decision is confidential until the candidate is formally offered the position.

Sincerely,

Dr. Comella

--

Michael Comella, Ed.D

Assistant Superintendent

Chariho Regional School District

455A Switch Road

Wood River Junction, RI 02894

Phone: (401) 364-1150

All Kids. All of the Time!

October 14, 2023 Chariho Regional School District 455A Switch Road Wood River Junction, Rhode Island 02894 Dear Ms. Merritt: It is with great pleasure that I submit my application for the position of Administrative Assistant to the Assistant Superintendent. My motivated personality, combined with my practical experience in providing executive support and administration duties for more than twenty-five years, will make me an excellent addition to your team. In my current role with Killingly Public Schools, I have consistently demonstrated my ability to maintain complex schedules, foster efficient communication among departments, and provide customer service, information and assistance to parents, staff, and students. My innate knack for problem solving and multitasking has allowed me to become a passionate and dedicated member of the office staff, developing and implementing procedures to streamline processes and increase efficiency. As an engaging communicator, my focus on building strong professional relationships, while maintaining strict confidentiality, has been a beneficial asset throughout my career. Attached please find my resume for your consideration. I would appreciate the opportunity to meet with you in person to discuss this position in detail. Thank you for your time and consideration. Kimberly Sullivan
Ledyard CT 06339

Kimberly A Sullivan

Ledyard, Connecticut 06339

Education

Rhode Island College

Providence, Rhode Island

Bachelor of Arts

Major: Sociology/Criminal Justice

Attended September 1994 to May 1997

Degree conferred May 1997

Transcript

(2.9MB)

Experience

Killingly Public Schools/Killingly Intermediate School

Jun 2022 - Present

Secretary A - Principal's Secretary

Killingly, CT USA

• Maintain confidential documents on behalf of staff and students • Manage Principal's calendar • Prepare Budget documents • Prepare and process stipend forms for extra curricular sports and activities • Manage School Website • Maintain accounting records for Student Activities account • Plan and prepare for school-wide events • Provide training for new office staff • Provide customer service to both parents, students, and fellow staff members

Reason for leaving: I am currently employed with this District at this time. I respectfully request that my current employer only be contacted if I am a finalist in this position.

Supervisor: Bryant Sheldon (860-779-6700)

Experience Type: Professional/Work, Full-time

It is **OK** to contact this employer

Killingly Public Schools/Killingly Intermediate School

Aug 2020 - May 2022

Secretary A - Scheduling and Enrollment

Killingly, CT USA

• Process, enroll, and schedule new student registrations • Develop, prepare and implement master schedule for approximately 90 staff and 700 students • Work directly with McKinney Vento/Homeless Liaison regarding new student enrollment • Prepare State Reports • Provide customer service to both parents, students, and fellow staff members

Reason for leaving: I changed roles within my current school.

Supervisor: Tracey DeDonato (860-779-6700)

Experience Type: Professional/Work, Full-time

It is **OK** to contact this employer

Killingly Public Schools/Killingly Intermediate School

Aug 2016 - Sep 2020

Secretary B - Attendance

Killingly, CT USA

• Maintain attendance records • Process facilities use requests • Maintain student activities calendar and facilities use calendar • Facilitate attendance team meetings • Provide customer service to both parents,

students, and fellow staff members.

Reason for leaving: I changed roles within my current school.

Supervisor: Heather Taylor (860-779-6700)

Experience Type: Professional/Work, Full-time

It is **OK** to contact this employer

Killingly Public Schools/Killingly Intermediate School

Sep 2014 - Aug 2016

Special Education Paraprofessional

Killingly, CT USA

• Provide support and work collaboratively with both special education and classroom teacher • Provide individual or small group assistance for assigned students as well as unassigned students • Assist teachers in monitoring student academic or behavioral progress by assessing and recording student performance as required • Participate in meetings regarding student IEP's as requested by the special education teacher.

Reason for leaving: I changed roles with my current school.

Supervisor: Heather Taylor (860-779-6700)

Experience Type: Professional/Work, Full-time

It is **OK** to contact this employer

Richie Equipment Corporation

Jun 1994 - Sep 2014

Office Manager/Assistant Project Manager

Richmond, RI USA

• Management of all office and site personnel • Purchasing and coordinating delivery of job materials • Coordination of schedules for various subcontractors and suppliers • Transcription of daily work logs • Attendance at site construction meetings and conference calls • Preparation and submission of reports to State and Federal Departments • Preparation of payment documents and change orders • Accounting procedures including payables, receivables, and payroll • Review and prepare subcontract documents and agreements.

Reason for leaving: Business downsized and subsequently closed due to illness. Mr. Romanoff has since passed away as reflected in numbers listed above.

Supervisor: Richard Romanoff (000-000-0000)

Experience Type: Professional/Work, Full-time

Please **do not** contact this employer



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

Kimberly Elefante

1 message

Heidi Greene <heidi.greene@chariho.k12.ri.us>

Thu, Nov 9, 2023 at 12:44 PM

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

Hi Kristen, I would like to recommend Kimberly Elefante for hire as a part time 2nd shift Custodian for CTC, hours being 5-9.

Thank you,

--

Heidi Greene
Chariho School District
Custodial Services Administrator
401-742-3651 401-552-7004
heidi.greene@chariho.k12.ri.us

4 hours per day

M - F

12 months

Start date 11/17/23

I have been cleaning for 30 years. I have cleaned businesses and private homes. I have been involved with the chariho school district as a teachers assistant and a bus monitor. I believe my years spent as a bus monitor in the same district and as a housekeeper would make me an ideal candidate for this position.