

FYI



LINDA D. LYALL  
School Committee Chairperson

**Chariho Regional School District**  
**Office of the Superintendent**

455A Switch Road  
Wood River Junction, Rhode Island 02894

***All Kids. All of the Time.***



GINA M. PICARD  
Superintendent of Schools

JANE L. DALY  
Assistant Superintendent of Schools

April 15, 2021

Commissioner Angélica M. Infante-Green  
Rhode Island Department of Elementary and Secondary Education  
255 Westminster Street  
Providence, RI 02903

Dear Commissioner Infante-Green:

I write at this time to request a waiver to the requirement that students attend school for 180 days per year. Due to the lack of power, it was necessary to close Hope Valley Elementary School to students on Tuesday, March 2, 2021. Fortunately, no other Chariho schools were affected and were in session on the 2<sup>nd</sup>. Power was restored to Hope Valley on Tuesday afternoon and school reopened on Wednesday, March 3, 2021.

Considering staff and transportation costs, it would be expensive and complex to open only Hope Valley Elementary School for a single day when the remainder of the District is closed.

Thank you for your consideration of this request.

Sincerely,

Gina M. Picard  
Superintendent of Schools

GMP:djs

c: Chariho School Committee, J. Gencarelli, file



**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  
 MAY - 6 2021

KRISTEN MERRITT  
 Human Resources Administrator

LINDA D. LYALL  
 School Committee Chairperson

GINA M. PICARD  
 Superintendent of Schools

TO: Gina Picard  
 FROM: Kristen Merritt  
 DATE: May 6, 2021  
 SUBJECT: Staff Update

| Name               | Position   | Reason  |
|--------------------|--|---|
| Catherine Peters   | Gr. 7/8 Social Studies Teacher & Social Studies Content Leader – Middle School | Retirement effective 6/30/2021  |
| John Pellegrino    | Baseball, Assistant Coach – Middle School                                      | Appointment effective 5/6/2021 through 6/30/2021  |
| Margaret DeAngelis | District Social Worker 1.0 FTE – currently assigned to Middle School           | Appointment effective 8/30/2021   |
| Christin Readey    | Part-Time District Teacher Assistant – currently assigned to Richmond          | Resignation effective 5/20/2021   |
| Andrea Spas        | Assistant Principal – High School  | Resignation effective 6/30/2021   |
| Andrea Spas        | Principal – High School  | Appointment effective 7/1/2021  |
| Robert Gargaro     | Physical Education/Health Teacher – currently assigned to Richmond/Hope Valley | Paternity leave starting 9/2/2021 returning 10/4/2021   |
| Ryan Bridgham      | Social Studies Teacher – High School   | Leave of Absence request effective 2021-2022 school year to continue HS Dean of Students position |
| Cara Ewing-Chow    | Science Teacher – High School  | Leave of Absence request effective 2021-2022 school year to continue HS Dean of Students position |
| Jonathan Sayer     | Dean of Students – currently assigned to Middle School                         | Re-appointment effective 2021-2022 school year to continue HS Dean of Students position           |

---

**Catherine A. Peters**

North Kingstown, RI 02852

April 29, 2021

**Superintendent Picard**

Chariho School District

455 Switch Road

Wood River Junction, RI 02894

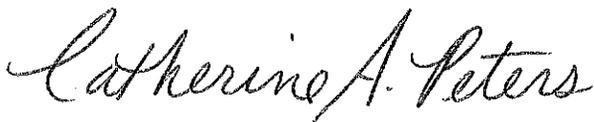
Dear Superintendent Picard,

I would like to inform you that I will be retiring effective June 30, 2021.

After 37 years as a teacher, it is time for my next adventure. Please accept this letter as notice of my formal retirement as a School Social Studies teacher and the Social Studies content leader at Chariho Middle School.

When I started at Chariho Middle School in September 1992, I joined a family of educators dedicated to the students and families of the Chariho community. Their dedication and endless commitment have been evident every day of my tenure at Chariho. I am proud to have been part of the Chariho community.

Sincerely,



Catherine A. Peters

Social Content Leader

Chariho Middle School

OFFICE OF THE SUPERINTENDENT  
APR 30 2021

## Kristen Merritt

---

**From:** Michael Shiels  
**Sent:** Tuesday, May 04, 2021 7:44 AM  
**To:** Kristen Merritt  
**Subject:** ms asst baseball coach

Hi Kristen,

I would like to recommend John Pelegrino for the position of Middle School Baseball Assistant Coaching position. Thank you.

Being a coach has always been one of my dream jobs ever since I was little. When I was very young the goal was for me to make it to MLB and then after I retire, I would become a coach, but the coaching may be coming earlier than I expected. All throughout my baseball career I was told by my coaches, whether it was AAU or school ball, that I was the smartest player that they had ever coached so I believe that my knowledge of the game will help the young kids grow and become better ball players. Plus, me only being 18 may help with my ability to create a bond with the players because they may feel it is easier to make a connection with a younger coach over an older coach. Dan and I have known each other for a long time, so I believe that it will be easy for us to coach together. To go along with that Dan and I both played on the championship team in 2018 so we both know what it takes to win. Just 5 years ago I was in the same shoes as these players so I can be more relatable to the players and I can give them all sorts of advice. Just applying for something like this is a dream come true so I can't wait to get out there and get started.

## Kristen Merritt

---

**From:** Christin Readey  
**Sent:** Wednesday, May 05, 2021 7:26 AM  
**To:** Kristen Merritt  
**Cc:** Sharon Martin

Good morning. I wanted to reach out to let you know how much I have truly enjoyed working at Richmond Elementary and but the time has come for me to move on. I have recently been notified that I have been chosen for a position at the University of Rhode Island. Although I am sad to leave, I am excited about what is coming next.

This email serves as my resignation from my 3 hour Teaching Assistant position. My last day will be Thursday, May 20th. I am hoping to still pop in and sub in the Chariho district when time allows if the district is open to that. Thank you for the opportunity and the experiences here at Chariho.

-Christin Readey

# Chariho Regional School District Superintendent's Interview Report

|   |                                      |
|---|--------------------------------------|
| Name: <u>Margaret DeAngelis</u>                       | Date of Interview: <u>04/30/2021</u> |
| Position: <u>Social Worker</u>                        | FTE: <u>1.0</u>                      |
| Building: <u>District – currently assigned to CMS</u> | Starting Date: <u>08/30/2021</u>     |

Individuals Present for Interview: Superintendent 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: 6

Currently Tenured in Another RI District: No

Decision:  
Recommended  Not Recommended

Salary Step Placement Step 4 (\$54,321)

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

Subject Matter Training Compensation No

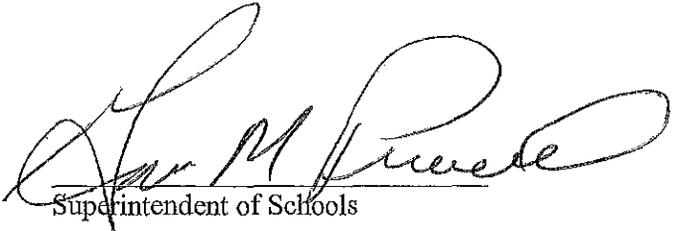
Have you been a member and contributed to the RI retirement system? Yes  No

### Employment Notes:

1. Must complete Reflective Practitioner course by May 1, 2023.
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 08/27/2021.

### Other Items Discussed:

1. New Teacher Orientation (Aug. 26)
2. Professional Development (Aug. 31-Sept.1)
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**

---

**From:** Margaret DeAngelis <margaretdeangelislicsw@gmail.com>  
**Sent:** Tuesday, May 04, 2021 2:03 PM  
**To:** Kristen Merritt  
**Subject:** Re: Social Worker Position - Interview with Superintendent

Thanks for getting back to me. I'm so sorry, I misunderstood the process. I accept the Social Work position at Chariho Middle School effective August 30th, 2021.

Thank you,  
Maggie DeAngelis

On Tue, 4 May 2021 at 13:58, Kristen Merritt <[Kristen.Merritt@chariho.k12.ri.us](mailto:Kristen.Merritt@chariho.k12.ri.us)> wrote:

Hi Maggie,

We were waiting to hear if you are accepting the position. If you are accepting the position, we will send you a letter appointing you to the Social Worker position at Chariho Middle School effective August 30, 2021. Please confirm your acceptance and I will let Mrs. Picard know so she can send you the appointment letter.

*Kristen Merritt*

Human Resources Administrator

Chariho Regional School District

455A Switch Road

Wood River Junction, RI 02894

(401)364-3260, Ext. 2029

**From:** Margaret DeAngelis [mailto:[margaretdeangelislicsw@gmail.com](mailto:margaretdeangelislicsw@gmail.com)]  
**Sent:** Tuesday, May 04, 2021 1:01 PM  
**To:** Kristen Merritt  
**Subject:** Re: Social Worker Position - Interview with Superintendent

## Kristen Merritt

---

**To:** Gregory Zenion  
**Subject:** RE: Hiring a social worker

---

**From:** Gina Picard <[Gina.Picard@chariho.k12.ri.us](mailto:Gina.Picard@chariho.k12.ri.us)>  
**Date:** Monday, April 19, 2021 at 1:41 PM  
**To:** Gregory Zenion <[Gregory.Zenion@Chariho.K12.ri.us](mailto:Gregory.Zenion@Chariho.K12.ri.us)>  
**Cc:** Kristen Merritt <[Kristen.Merritt@Chariho.k12.ri.us](mailto:Kristen.Merritt@Chariho.k12.ri.us)>, Jennifer Durkin <[Jennifer.Durkin@Chariho.K12.ri.us](mailto:Jennifer.Durkin@Chariho.K12.ri.us)>, Mary Beth Florenz <[MaryBeth.Florenz@chariho.k12.ri.us](mailto:MaryBeth.Florenz@chariho.k12.ri.us)>  
**Subject:** Re: Hiring a social worker

Yes you can let her know that she will move to the second interview with me. Just don't say she is hired. You would simply say she is the candidate you are moving to the next stage and thy Kristen Merritt will be reaching out next week to schedule an interview.

We can do it via zoom if that is easier for her since she is out of state.

Thank you,  
Gina

Sent from my iPhone

On Apr 19, 2021, at 12:38 PM, Gregory Zenion <[Gregory.Zenion@chariho.k12.ri.us](mailto:Gregory.Zenion@chariho.k12.ri.us)> wrote:

Dear Gina and Kristen,

Just heard back from final reference check on Margaret DeAngelis for social worker position.

She was by far our number one choice and her references were through the roof. She will get hired at every interview she goes on. She currently lives in DC and was excited that she was able to interview in person last week since it was her spring break. What are the next steps to hire her? Can I call her and let her know that we are moving her to second interview with Superintendent? I think if we move fast, we may get her since I think she thought it was an excellent fit for her. If we wait, she will interview in other districts.

Please let me know if I can reach out to her?

Thanks,  
Greg

March 24th, 2021  
Human Resources Department  
Chariho Regional School District  
455A Switch Road  
Wood River Junction, RI 02894

Dear Human Resources, Chariho Regional School District Clinical Staff and School Principals,

I am interested in the School Social Worker position at Chariho Middle School as advertised on School Spring. I am currently employed by District of Columbia Public Schools and a Clinical Social Worker (LICSW) in Rhode Island and DC. I believe the skills and experience I have gained in my current role as a school social worker have prepared me to provide social work services in Rhode Island.

As a school social worker, I have developed an assortment of skills that are necessary in this position. These skills include clinical intervention skills such as assessment writing, treatment planning, implementing Evidence Based Treatments (EBT) in individual and group sessions, and writing clinical progress notes. I have experience using several EBT's including The Zones of Regulation, Child Centered Play Therapy, Sandtray Therapy, Structured Psychotherapy for Adolescents Responding to Chronic Stress (SPARCS), and Cognitive-Behavioral Therapy. These EBT's have been critical in treating special education students, general education students, and students who've experienced trauma or multiple traumas. I also have experience using a variety of social and emotional assessments to progress monitor interventions including The Strengths and Difficulties Questionnaire (SDQ), The Autism Treatment Evaluation Checklist (ATEC), The Child PTSD Symptom Scale, (CPSS), The Global Appraisal of Individual Needs Assessment (GAIN- SS, and Trauma Narratives. I routinely conduct Social Histories and Functional Behavior Assessments (FBA's) and write corresponding Behavior Intervention Plans.

In addition to clinical work, I also contribute to the school's Response to Intervention Team or Multi Tiered System Supports teams through a variety of roles. I provide tier 1, universal interventions to all students by co-teaching weekly SEL curriculum with teachers. I've had the pleasure of using evidence informed SEL curriculums like Second Step and Sources of Strength to ensure a robust SEL program is available to all students. I also provide consultation to teachers and staff regarding behavior interventions and modifications, participate in weekly CARE Team and Attendance Team meetings to identify interventions needed for students, and attend grade level meetings to support tier 2 interventions. I also support attendance initiatives by leading Student Support Meetings, making appropriate educational neglect referrals, and working with caregivers on attendance goals. Finally, I support PBIS, school culture and climate, and social justice issues by collaborating with committee teams, planning school wide events, and ensuring a restorative approach is used in all social emotional and disciplinary responses.

I am confident that my experiences as a school-based clinician and leader in student support development qualify me for working as a school social worker in your district. Social work is not only an area of interest, but a passion of mine. I work hard to uphold the NASW Code of Ethics to ensure the best possible services available to a school team. I hope to meet with human resources and student support managers to discuss my experiences in more detail.

Sincerely,  
Margaret DeAngelis, LICSW  
Margaret DeAngelis, LICSW, Applicant

# Margaret Meese DeAngelis

Washington, District of Columbia 20003

## Education

---

### **New York University**

New York, New York  
Master of Social Work

**Major:** Social Work

**GPA:** 3.800

**Credit Hours:** 24

Attended August 2011 to May 2012

Degree conferred May 2012

### **Transcript**

(2.2MB)

### **The Catholic University of America**

Washington, District of Columbia

Bachelor of Social Work

**Major:** Social Work, **Minor:** Psychology

**GPA:** 3.390

**Credit Hours:** 129

Attended August 2007 to May 2011

Degree conferred May 2011

### **Transcript**

(4.3MB)

### **Wethersfield High School**

Wethersfield , Connecticut

**GPA:** 3.500

Attended September 2002 to June 2007

Degree conferred June 2007

## Experience

---

### **DC Public Schools**

Social Worker

Washington, DC

Aug 2015 - Present

Participates in weekly CARE Team, MTSS, and Attendance Team meetings, Facilitates weekly Social Emotional Learning lessons and teacher planning sessions using Sources of Strength or Second Step curriculum, Trains staff in SEL curriculums, Leads community partnerships with Project Aware, Little Friends for Peace and Catholic Charities, Serves as the School Based Health Coordinator and facilitates district level mandates and policies. Provides weekly counseling services in accordance with IDEA to special education students around IEP goals that address individual student needs related to behavior management, self-esteem, self-advocacy, social skills, trauma, and cognitive behavioral therapy inside and outside of the general education environment. Provides evidenced-based interventions (SPARCS, Cognitive Behavioral Therapy, Zones of Regulation, Child Centered Play Therapy, Sandtray Therapy, CBITS) with general education and special education students. Collects data tri-quarterly on student's progress through SDQ, CATS, BBRS, CPSS, Trauma History, and ATEC assessments, in class observations, teacher observations, and parent feedback. Conducts FBA I and II assessments, develops/implements BIP's, develops progress monitoring tools for BIP's.

Participates in multidisciplinary IEP, 504, and RTI meetings to review student's current functioning, identify appropriate goals, and recommend appropriate service hours. Completes weekly and monthly

documentation in SEDS, Accelify, systems for service delivery.  
Supervises social work interns, supervised students during morning time and lunch/recess time daily.

**Reason for leaving:** Relocating to Rhode Island  
**Supervisor:** Shenora Plenty (2029395970)  
**Experience Type:** Public School, Full-time  
It is **OK** to contact this employer

---

**Cesar Chavez PCS for Public Policy Middle School** Mar 2015 - Aug 2015

Social Worker  
Washington, DC

Major Contributions: Weekly individual and group counseling services to general education and special education students, crisis intervention services to students and staff in times of conflict, mental health related challenges, grief and loss situations, and behavioral management needs

**Reason for leaving:** Received LICSW, transitioned to public school position  
**Supervisor:** Duan Jordan ((202) 398-2230)  
**Experience Type:** Independent School, Full-time  
It is **OK** to contact this employer

---

**United Planning Organization** Oct 2013 - Mar 2015

Case Manager Youth Services  
Washington, DC

Major Contributions: Provided case management services to P.O.W.E.R. (Providing Opportunity with Educational Readiness) caseload of 40 youth and families including service plans, clinical assessments, referrals, school meetings, developed social/emotional curriculum for cohorts 1 and 2 of program, home and school visits to ensure family and community partnerships, developed appropriate in-take and referral process, Conducted home visits, mental health, substance abuse, and school referrals as needed, Completed macro analysis and researched projects of program to assess strengths and needs of program.

**Reason for leaving:** Desire to work in a school setting  
**Supervisor:** DeAngelos Rorie ((202) 238-4600)  
**Experience Type:** Other, Full-time  
It is **OK** to contact this employer

---

## ***Social Worker***

Education  
New York University, New York, NY  
August 2011- May 2012, Master of Social Work (MSW)

The Catholic University of America, Washington, DC  
August 2007- May 2011, Bachelor of Social Work (BSW)

Union Leadership Positions:  
Representative to the General Assembly, Wheatley EC Aug 2020- present  
Related Service Provider SCAC, District Level, Aug 2020- present

RECEIVED MAY - 6 2021

May 5th, 2021

Dear Kristen Merritt,

I am formally submitting my letter of resignation as Assistant Principal for Teaching and Learning at Chariho Regional High School starting June 30th, 2021. The reason for my resignation is so that I can accept the appointment as Principal of Chariho Regional High School starting July 1st, 2021.

I have enjoyed serving the Chariho Regional School District as the Assistant Principal of the high school and am eager and honored to transition to the position of Principal.

Respectfully,

Andrea J. Spas, M.A., CAGS, M.Ed.

RECEIVED MAY -5 2021

**Official Letter Request Paternity Leave**

Kristen,

I am requesting to take a paternity leave per Article 17-C-1-a of the certified contract starting on September 2<sup>nd</sup> 2021 and returning on October 4<sup>th</sup> 2021.

Rob Gargaro

## Kristen Merritt

---

**From:** Ryan Bridgham  
**Sent:** Thursday, January 21, 2021 8:55 AM  
**To:** Gina Picard; Kristen Merritt  
**Subject:** Yearly Dean leave request

Mrs. Picard,

I am submitting this brief correspondence to express my desire to continue my leave of absence from a 1.0 High School Social Studies Position through the 2021-2022 school year to continue as Dean of Students at Chariho High School.

If I need to submit any additional documentation please let me know.

Thank you,

Ryan Bridgham

1/21/21

## Kristen Merritt

---

**From:** Cara Ewing-Chow  
**Sent:** Thursday, January 21, 2021 9:30 AM  
**To:** Gina Picard  
**Cc:** Kristen Merritt  
**Subject:** Leave of absence request

Dear Ms. Picard,

I am requesting to continue my leave of absence from my 1.0 FTE Science position for the 2021-2022 school year in order to continue as Dean of Students at Chariho High School. If I need to submit any additional documentation please let me know.

Thank you,  
Cara Ewing-Chow  
1/21/21

## Kristen Merritt

---

**From:** Jonathan M Sayer  
**Sent:** Thursday, January 21, 2021 8:51 AM  
**To:** Gina Picard  
**Cc:** Kristen Merritt  
**Subject:** Dean Position at CMS  
**Attachments:** Dean Letter.pdf

Hello Gina,

I hope you are doing well and staying healthy. Attached to this email, you will find my letter to you, expressing interest in remaining the Dean of Students at CMS for the 2021-2022 school year. Thank you so much for your consideration.

Sincerely,

*Jon Sayer*

**Dean of Students**

Chariho Middle School

"If you want to go fast, go alone. If you want to go far, go together"  
- African Proverb



**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**



LINDA D. LYALL  
 School Committee Chairperson

KRISTEN MERRITT  
 Human Resources Administrator

GINA M. PICARD  
 Superintendent of Schools

TO: Gina Picard  
 FROM: Kristen Merritt  
 DATE: April 30, 2021  
 SUBJECT: Staff Update

| Name                | Position   | Reason  |
|---------------------|--|---|
| Lauren Swiderski    | Math Specialist .6 FTE – Richmond  | Resignation effective 4/26/2021                   |
| Lisa Tuck           | School Nurse Teacher – Ashaway   | Resignation effective 5/14/2021                   |
| Jennifer Mathieu    | District Clerk – Part-time (4.5 hours per day, 4 days per week, 157.5 days per year) currently assigned to High School | Appointment effective 5/6/2021                    |
| Daniel Labelle, Jr. | Baseball, Head Coach – Middle School   | Appointment effective 4/26/2021 through 6/30/2021 |
| Kathryn McGeehan    | Boys Volleyball, Assistant Coach – High School   | Appointment effective 4/29/2021 through 6/30/2021 |
| Zachary Classey     | Baseball, Assistant Coach – Middle School  | Resignation effective 4/29/2021                   |
| Kerry Pastore       | ELA Academic Fellow – District   | Appointment effective 7/1/2021                    |
| Craig MacKenzie     | Principal – High School  | Resignation effective 6/30/2021                   |

## Kristen Merritt

---

**From:** Lauren Swiderski  
**Sent:** Monday, April 26, 2021 10:29 AM  
**To:** Kristen Merritt  
**Subject:** Leave of Absence

Hi Kristen,

After considering all of my options and what is best for my family, I have decided to continue to stay home with baby Charlotte and resign from my .6 Math specialist position at Richmond. I hope to be back in the future as part of the Charho family. Thank you again for all of your help through the pandemic and maternity leave! I do still have my assigned Mac so just let me know what I need to do in order to return that to the school and any other paperwork that may need to be completed. Thank you again.

Lauren Swiderski

Sincerely,  
Lauren Swiderski  
Math Specialist  
Richmond Elementary School

## **Kristen Merritt**

---

**From:** Lisa Tuck  
**Sent:** Monday, April 26, 2021 1:13 PM  
**To:** Gina Picard; Kristen Merritt  
**Cc:** Jeffrey Scanapieco  
**Subject:** resignation

Hello Gina and Kristen,

Please accept this letter of resignation from me. My last day will be on 5/14/2021, 3 school weeks from now. I of course already spoke to Jeff (cc'd).

Sincerely,

Lisa Tuck, Ashaway CSNT

*Lisa Tuck, Certified School Nurse-Teacher  
Ashaway Elementary School  
12 Hillside Ave., Ashaway, RI 02804  
phone: (401) 315-2889  
fax: (401) 633-6208*

## Kristen Merritt

---

**To:** Andrea Spas  
**Subject:** RE: Position of Part Time HS Clerk

---

**From:** Andrea Spas  
**Sent:** Tuesday, April 13, 2021 11:25 AM  
**To:** Kristen Merritt  
**Cc:** Craig MacKenzie; Heather Card  
**Subject:** Position of Part Time HS Clerk

Hi Kristen,

We would like to put forward Jennifer Mathieu for the position of Part Time HS clerk. I would like to call the candidate today to inform her, if possible. Please let me know if I can call her today and of what next steps she would need to do.

Thank you,  
Andrea

*Andrea J. Spas*  
Assistant Principal  
Charlho Regional High School  
401-364-7778 xt. 2103  
Twitter: @Andrea\_Spas

Dear Ms. Merritt:

I am writing to express my interest in the Part-time High School Clerk position recently posted by the Chariho Regional School District. I believe that I am uniquely qualified for this position based on my highly relevant skill set, professional background, and heartfelt commitment to youth and community enrichment.

My work experience is comprised of significant administrative and office functions in a variety of industries. I have provided administrative support in an array of business environments and am familiar and adept with spreadsheet, word processing, database, bookkeeping and reporting software. In addition to my relevant skills, I have substituted in an administrative capacity for two years within South Kingstown School District. This work has ignited a passion to use my skills and talents to benefit youth within a school system. I am confident that I would hit the ground running within the Chariho Regional School District and quickly prove to be a valuable asset to your educational system.

I thrive in an office environment where I can use my organizational skills to your benefit and am well accustomed to managing multiple tasks with shifting priorities. I take great pride in my work ethic and output and can communicate effectively with all audiences in a professionally appropriate manner. In addition, I am very comfortable and adept at providing excellent support to families, students, supervisors, and colleagues alike.

Please take a look at my enclosed resume. I have additional expertise and relevant background experience from prior work that I would love the opportunity to discuss in person. Please feel free to contact me at any time by phone or email. I look forward to speaking with you soon.

Sincerely,

Jennifer Mathieu

# Jennifer Mathieu

Wakefield, Rhode Island 02879

## Education

---

### **Meritt College**

12500 Campus Drive, California  
Associate of Arts

**Major:** General Studies

**GPA:** 4.000

Attended August 2000 to June 2002

Degree conferred June 2002

**Transcript**

(2.7MB)

### **North Kingstown High School**

North Kingstown, Rhode Island

**GPA:** 3.000

Attended September 1994 to June 1998

Degree conferred June 1998

## Experience

---

### **South Kingstown School Department**

Sep 2019 - Present

Administrative Specialist, Clerk/Typist

South Kingstown, RI

In September of 2019 I began work as a clerical substitute with the South Kingstown School Department. I have covered a variety of shifts during the 2019-2020 and 2020-2021 school year in administrative roles in the town's elementary schools, primarily at West Kingston Elementary and Matunuck Elementary School.

In my capacity as a substitute in these roles, I became familiar with standard protocol and duties within the school system. This included answering the phone and directing calls, operating the new visitor vestibule system, recording absences and changes to student dismissals, submitting lunch orders to the cafeteria, and performing special assignments as requested by school principals and other staff. I have also gained a working knowledge of Skyward, the district's database portal. In addition to gaining exposure to these specific tasks, I also became familiar with many of the staff members and have insight into the organizational makeup of the district at large.

**Reason for leaving:** I am still presently available to substitute for the South Kingstown School District.

**Supervisor:** Jennifer Enck, Elizabeth McGuire (401-360-1300)

**Experience Type:** Public School, Part-time

It is **OK** to contact this employer

### **Self Employed Freelance Transcriptionist**

Sep 2016 - Present

Transcriptionist

Wakefield, RI

Listen to and transcribe digital audio of varying legal and law enforcement content to impeccable standards of accuracy and formatting. Manage and deliver highly confidential transcripts to police departments, correctional facilities, and other public safety institutions. Proactively manage time and

projects to meet strict deadlines with 100% on-time delivery record.

**Reason for leaving:** I continue to perform freelance transcription services.

**Supervisor:** Self (401-439-3701)

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

It is **OK** to contact this employer

---

**Families First RI**

Sep 2014 - Sep 2016

Director of Administration

Cranston, RI

Oversaw and directed the administrative procedures of a nonprofit organization providing support to newborns and their mothers. Performed or delegated all administrative functions including but not limited to correspondence, filing, typing, answering phones, reporting, data entry and updating of forms. Streamlined and improved database entry to maximize data collection value. Identified and revised procedural inadequacies to maximize efficiency.

**Reason for leaving:** Change in availability

**Supervisor:** Jamie Puleo (Out of business)

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

It is **OK** to contact this employer

---

**Health Network**

May 2011 - Feb 2012

Office Manager

Cranston, RI

Oversaw the overall operation of a health insurance brokerage. Directed a team of representatives to provide superb customer service to individuals and benefits administrators in conjunction with health insurance companies. Reviewed application materials for completeness, requesting additional information necessary, and managing enrollment from start to finish. Performed and delegated all administrative functions including correspondence, scheduling, phone calls, and opening and closing the office.

**Reason for leaving:** Started a family

**Supervisor:** Michael Gemma (401-536-4400)

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

It is **OK** to contact this employer

**Kristen Merritt**

---

**To:** Michael Shiels  
**Subject:** RE: ms baseball head coach position

---

**From:** Michael Shiels  
**Sent:** Monday, April 19, 2021 12:35 PM  
**To:** Kristen Merritt  
**Subject:** FW: ms baseball head coach position

Hi ,  
I would like to recommend Dan Labelle Jr. for the position of Middle School Head Baseball Coach. Thank you

Dan LaBelle

March 16, 2020

To Chariho Regional School District,

I am very excited to be applying for the head coaching job at Chariho Middle School. Sports have been a part of my life ever since I was able to play. Both baseball and basketball were a huge part of my life growing up and have taught me countless life lessons. Learning how to deal with different personalities such as different coaches and teammates has set me up better in my everyday life to be able to adapt and get along with anybody in order to accomplish a task. Sports have also taught me how leadership is extremely important. Not only with the words that an individual says, but more importantly by their actions. I wasn't always a great leader throughout my years of playing sports, but as I got older and had the ability to learn from others, it has put me in the position I am in today where I feel like I can be a great role model to young men. I not only want to help young men on the field, but more importantly off the field, as these relationships that I would be able to build would be irreplaceable. Many great coaches have made me the person that I am today and a few in particular have motivated me to want to give back and help the generation after me. I know what a great coach can do for a young man and I want to have the ability to do the same. Thank you for taking the time to read both my application and cover letter!

Best, Dan LaBelle

## Kristen Merritt

---

**From:** Michael Shiels  
**Sent:** Thursday, April 29, 2021 10:25 AM  
**To:** Kristen Merritt  
**Subject:** Hs boys assistant volleyball coach

Hi Kristen,

I would like to recommend Kathy McGeehan for the position of High School Boys Assistant Volleyball Coach. Thank you

My name is Kathryn McGeehan. I am interested in the position of Assistant Boys Volleyball Coach posted on SchoolSpring.com. I have attached my resume for your consideration.

Truly,  
Kathryn E. McGeehan

Kathryn E. McGeehan

North Kingstown, Rhode Island 02852

Profile I have 40 years of experience in the fields of Physical Education, Health and Wellness and Women's Athletics. In November of 2018 my husband and I relocated to Wickford Rhode Island from Montauk, New York. I would like to continue pursuing my passion of coaching women's high school volleyball here in Rhode Island.

Experience East Hampton High School Physical Education Department Chair – 2006-2012  
Duties included overseeing and coordinating school wide Physical Education and Health Department K-12. My responsibilities included curriculum development, budget, schedule, assessment standards and procedures.

East Hampton High School – 1980-2012 Physical Education Teacher K-12  
Instructed students in lifetime fitness and wellness, ballroom dance, gymnastics, racquet and team sports activities. Responsibilities included attendance, budget, assessment, parent portal.

East Hampton High School – Head WOMENS Volleyball Coach 1980-2018 Compiled a 417-173 Win-Loss Record over 38 years  
13 League Championships, 2 County Championships, 1 New York State Final Four Appearance 10 League Coach of the Year Awards  
AVCA American Volleyball Coaches Association NYS High School All American Selection Committee

2012-Present Spin Instructor/ Owner Rincon Ride Rincon, Puerto Rico ( December - May) July 2019- Dec 2019 Spin Instructor Luxe Fitness Center South Kingstown, RI.

Education Long Island University - MA Elementary Education 1986 Hofstra University - BS Physical Education 1980  
Level 3 Maddog Elite Spinning Instructor 2019

Certifications New York State Permanent K-6 Elementary Education K-12 Physical Education Teaching Certification  
New York State Permanent Coaching Certification  
Rhode Island Coaching certification  
Rhode Island BCI background check TCN# RS0062019120517358  
NFHS Concussion, CPR, First Aid, Fundamentals of Coaching, RI State Coaching Rules, sudden cardiac arrest  
Level 3 Elite Maddog Spinning Instructor

Recognitions 2019 East Hampton High School Athletic Hall of Fame Inductee AVCA 400 Victory Club Dec. 2019  
2009 Suffolk Zone Secondary Physical Education Teacher of the Year 1992-2002 ASSOCIATION OF

## Kristen Merritt

---

**From:** Michael Shiels  
**Sent:** Thursday, April 29, 2021 12:57 PM  
**To:** Kristen Merritt  
**Subject:** FW: CMS Assistant Baseball Coach

Hi , please see below.

**From:** Zack Classey  
**Sent:** Thursday, April 29, 2021 12:53 PM  
**To:** Michael Shiels  
**Subject:** CMS Assistant Baseball Coach

Hi Mr Shiels,

I will be resigning from the Middle School Baseball assistant coaching position due to the covid-19 pandemic.

Thank you  
Zachary Classey.

**Kristen Merritt**

---

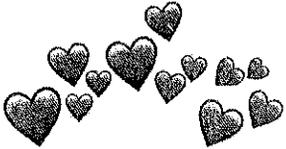
**From:** Jane Daly  
**Sent:** Thursday, April 29, 2021 4:44 PM  
**To:** Gina Picard  
**Cc:** Kristen Merritt; Donna Sieczkiewicz  
**Subject:** ELA Academic Fellow

Dear Superintendent Picard,

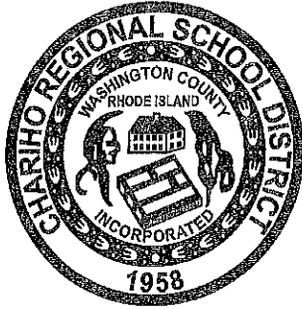
Our interview committee is recommending Kerry Pastore for the ELA Academic Fellow Position.

Sincerely,

*Jane L. Daly*  
*Assistant Superintendent*  
*Chariho Regional School District*  
*455A Switch Road*  
*Wood River Junction, RI 02894*  
*Phone: (401) 364-1150*



#WeLoveChariho



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



*All Kids. All of the Time.*

LINDA D. LYALL  
School Committee Chairperson  
GINA M. PICARD  
Superintendent of Schools  
JANE L. DALY  
Assistant Superintendent of Schools

RECEIVED APR 30 2021

CRAIG M. MACKENZIE  
Principal  
ANDREA J. SPAS  
Assistant Principal  
RYAN J. BRIDGHAM  
Dean of Students  
CARA L. EWING - CHOW  
Dean of Students

April 29, 2021

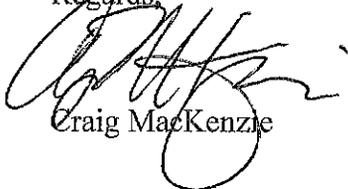
To: Kristen Merritt and Gina Picard

This letter is notification of my official resignation as Principal of Chariho Regional High School, effective June 30<sup>th</sup>, 2021.

I'm grateful for the support and counsel of our School Committee, District Administration, my fellow Building Administrators and my amazing faculty and staff during my 9-year tenure at CHS.

My Chariho experience has helped me grow as a school leader and a person in ways I cannot quantify. A part of me will always be a Charger.

Regards,

  
Craig MacKenzie



**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*



LINDA D. LYALL  
School Committee Chairperson

KRISTEN MERRITT  
Human Resources Administrator

GINA M. PICARD  
Superintendent of Schools

TO: Gina Picard

FROM: Kristen Merritt

DATE: April 15, 2021

SUBJECT: Staff Update

**Coach appointments pending  
season approved by  
RIIL/State of RI**

| Name             | Position  | Reason   |
|------------------|---|--|
| Matthew Clarke   | Baseball, Assistant Coach – High School                             | Appointment effective 4/19/2021 through 6/30/2021          |
| Shawn Cole       | Boys Volleyball, Assistant Coach – High School                      | Resignation effective 4/9/2021                             |
| Shawn Cole       | Boys Volleyball, Head Coach – High School                           | Appointment effective 4/26/2021 through 6/30/2021          |
| Kimberly Stack   | 10 <sup>th</sup> Grade Advisory Redesign Community Partner          | Appointment effective 4/15/2021 through 6/30/2021          |
| Robin Weir       | Part-Time District Clerk – currently assigned to High/Middle School | Resignation effective 4/13/2021                            |
| Margaret Webster | Grade 2 Teacher – Richmond  | Maternity Leave effective 8/30/2021 returning January 2022 |
| Patricia Turner  | Deeper Learning Book Study Participant - CALA                       | Resignation effective 4/14/2021                            |

## Kristen Merritt

---

**From:** Michael Shiels  
**Sent:** Friday, April 09, 2021 1:12 PM  
**To:** Kristen Merritt  
**Subject:** coaching position

I would like to recommend Matt Clarke for the position of High School Baseball Assistant Coach. I have spoken with Mr. Mackenzie. thanks

11 March 2021

Matthew J. Clarke

Ashaway, RI 02804

To Whom It May Concern,

This letter is in response to the Assistant Baseball Coach position at Chariho High School. I believe my experiences both on and off the baseball field would be an asset as a coach.

I have been around baseball all my life. As a lifelong resident of the Chariho district, I grew up playing in our local little league, then moving on to high school under legendary coach Skip Kenyon which led to a 4-year career at the University of Rhode Island, where I was a starting catcher and Co-Captain. At each level of play, I always ended up in a leadership role. This was partly due to my position, but mostly due to my dedication, work ethic, and team focused success. I have carried these qualities into the coaching realm where I aim to teach young players the value of teamwork and the rewards for their effort, while improving upon their complete baseball skill.

Playing at the college level has taught me how to break apart the game into its individual elements and how to strengthen and/or correct those elements. As a catcher, I've been fortunate to have experienced this process at every defensive position, as well as the offensive portion of the game. Since then, I have been able to use these experiences as a coach to help young players improve their overall baseball skill .

I believe the high school level requires a higher-level understanding of baseball much more than it does in the levels below it, an understanding that I possess. I believe that my experiences as a player through NCAA Division I, and in my career as an entrepreneur, educator and business leader provide a unique mixture of skills to succeed as a coach at the high school level. I believe in honesty, hard work and commitment from players and coaching staff alike. Finally, I believe there is a healthy balance between all aspects of our lives, a balance I encourage all my players to strive for in the interest of their overall physical, mental and spiritual health.

Thank you for your consideration for this position.

Sincerely,  
Matthew J. Clarke

## **Kristen Merritt**

---

**From:** Michael Shiels  
**Sent:** Monday, April 12, 2021 8:50 AM  
**To:** Kristen Merritt  
**Subject:** boys head vball coach

Hi Kristen,

I would like to recommend Shawn Cole for the position of Head Boys Volleyball Coaching position at the high school. Thank you.

## Kristen Merritt

---

**From:** Shawn Cole  
**Sent:** Monday, April 12, 2021 7:54 AM  
**To:** Kristen Merritt  
**Subject:** CHS Boys' Volleyball

Hi Kristen,

I am currently appointed as the high school boys' volleyball assistant coach. None of the head coach applicants were able to accept the position, leaving the position vacant. With the tryout date being only two weeks away, I would like to assume the role of head coach for this current boys' volleyball season and go back to assistant next year. If accepted, we can then post for an interim assistant coach, as we feel we can fill that position rapidly.

Please let me know if you need any further information from me. This plan has been discussed with the athletic director.

Thank you,  
Shawn Cole

***Chariho Regional School District***

*Director of Educational Technology*

*and Information Systems*

[Shawn.Cole@chariho.k12.ri.us](mailto:Shawn.Cole@chariho.k12.ri.us)

401-364-1163

## Kristen Merritt

---

**From:** Craig MacKenzie  
**Sent:** Monday, April 12, 2021 9:34 AM  
**To:** Kristen Merritt  
**Cc:** Andrea Spas; Katie Kirakosian  
**Subject:** 10th Grade Advisory Redesign Community Partner

Hi Kristen, Kim Stack is the only applicant for the position. She is a "known" as she served in a similar role in our XQ Grant work. We would like to put her forward as the candidate.

Craig

April 11, 2021

Dear Dr. Katie Kirakosian,

It is with great pleasure that I submit my materials for the 10th grade advisory redesign community partner position. I had the pleasure of working with the Chariho staff on the XQ RI grant submission and it was at that time that I recognized how innovative and dedicated the Chariho leadership, teachers, staff, and students are. The experience made me proud to be a Chariho parent because I believe in the direction the school strives to move towards.

I am an experiential educator. I believe that students learn best when they have relevant experiences just in time for their cognitive and social emotional development. I have dedicated the last 18 years of my career to expanding the experiential learning opportunities for the University of Rhode Island students and providing them with outlets for professional development to expand their networks and social capital.

With a relatively small career and internship advising staff, I had to reimagine how to help students gain access to information to best prepare them for their internships, service learning, and career pursuits. I wrote a grant which allowed me to have funding to support the creation of professional development modules. Each module consists of a google slide deck and a worksheet for a student to complete as they process the information they are learning. The modules allow us to have a flipped classroom model when teaching relevant information. The students take the module as a class assignment on their own time. When we meet with them to process the worksheet content, we can dive deeper into how the information directly impacts them professionally.

Chariho is fortunate to have a 10th grade advisory as an outlet for preparing students for their potential service, internship, and professional experiences. It is essential to feel like your students have the basic knowledge to be good citizens and community members as they enter these opportunities.

I'd be honored to help in the development of professional skills and dispositions. My research at URI has focused on soft-skill development through engagement in internships. I understand that employers are often looking to hire colleagues with the emotional intelligence to be effective in their roles. I believe it is our job as educators to thread this through curriculum and I'm thrilled to see Chariho at the forefront of these initiatives.

I appreciate your consideration for the role and I'd be delighted to talk with you about my interest in furthering your goals.

Sincerely,  
Kim Stack, Ph.D.

**Kristen Merritt**

---

**To:** Robin Weir  
**Subject:** RE: Return to Work 2021-2022

---

**From:** Robin Weir  
**Sent:** Tuesday, April 13, 2021 9:58 AM  
**To:** Kristen Merritt  
**Subject:** Re: Return to Work 2021-2022

As of today, April 13, 2021, I, Robin Weir am submitting my resignation for the position of part-time clerk in the Chariho School District.

Sent from Yahoo Mail for iPhone

April 15, 2021

Dear Superintendent Picard,

My husband and I are expecting our fourth child this July. I am writing this letter to request maternity leave per Article 17 C in the Certified Contract. I will be using my PTO and accumulated PTO time during my leave of absence. My due date is July 27, 2021. I am requesting my leave begin on Monday, August 30, 2021 (the first day of teachers to report back to work). I plan for an anticipated return in January 2022, provided I undergo no problems or concerns with my pregnancy. Thank you for your time and consideration.

Sincerely,

Margaret H. Webster  
Grade 2 Teacher  
Richmond Elementary School

## Kristen Merritt

---

**From:** Patricia Turner  
**Sent:** Wednesday, April 14, 2021 3:27 PM  
**To:** Kristen Merritt  
**Subject:** Book Study

Good Afternoon Kristen,

Due to a conflict with coaching this spring I will be unable to participate in the Deeper Learning book study. If I could please resign from this position, thank you so much!

Patricia Turner  
ALP English Teacher  
Chariho Alternative Learning Academy  
Chariho Regional School District

- "Great moments are born from great opportunities"