

MINUTES
WOONSOCKET SCHOOL COMMITTEE
WEDNESDAY, JULY 13, 2011
7:00 PM – OPEN SESSION
Woonsocket Middle School @ Hamlet
60 Florence Drive, Woonsocket, RI 02895

Call to Order by Mr. Dubois.
Moment of Silence
Pledge of Allegiance

Roll Call:	Marc Dubois, Chairman	Present
	Eleanor Nadeau, Vice Chairwoman	Present
	Linda Majewski	Present
	Anita McGuire-Forcier	Present
	Vimala Phongsavanh	Present

CONFERENCE: Field Trip Request for Kilgali, Rwanda Africa from Jason Marzini, WACTC Digital Media Teacher, WHS Interact Club Advisor, and Steve Rand from Harwood Union High, Harwood, Vermont. (Item was taken out of order.)

Mr. Marzini had explained the purpose of this field trip request at the last school committee meeting and was present to have a vote taken by the full committee, since the vote last time was 2 for and 2 against. Mr. Marzini also had Mr. Rand present this evening to answer any questions that the committee might have, adding that Mr. Rand has been on this trip four times. There have been seven trips by their group to date and his colleagues chaperoned on the others. Mr. Dubois asked if in the seven years they have been going to Africa whether there have ever been acts of violence in the area where the students will be staying. Mr. Rand answered that they have not had even a head cold and explained where they stay and a little about the group they work with in Rwanda. "I'm always asked that question. Currently, the country is considered one of the most transparent countries by the World Trade Organization. We have been very fortunate there during our visits and currently it's very safe," he said. Mrs. Forcier said she would support this item because she feels it's a wonderful opportunity for the students to have as long as they have parental permission. "My daughter will be studying in Italy and it's a great opportunity for her," said Forcier. Mr. Dubois thinks this will be a once-in-a-lifetime opportunity for some of these kids. Mrs. Nadeau said that Tony Cosentino approached her after the last meeting and she took a closer look at the request because of him. He is working together with Mr. Marzini on this trip. Mrs. Majewski looked at everything and will not support this because she believes that certain situations are best left to adulthood. "These are still minors and it's international travel. It's best left for when they are adults in my view," said Majewski.

Motion to approve field trip: M. Dubois	2nd: A. Forcier
Roll Call Vote: 4 yes – 1 no (LM)	APPROVED

PUBLIC GOOD & WELFARE:

Heather Neal, Woonsocket teacher: Spoke regarding administrative contracts, saying that she feels that this district must make sure that our administrators have some measure of security. "The teachers have the union to give them some measure of security. The administrators should not feel that their jobs are in jeopardy if they stand up for what is right."

RECOGNITIONS & ANNOUNCEMENTS: Dr. Colette Traylor, Interim Superintendent

Dr. Traylor, Interim Superintendent, congratulated Andrew Switzer and Sabrina Rego on their outstanding performance at the recent National Skills USA Competition in Kansas City. Andrew is a WACTC Construction Technology student who placed **5th** in the country in the Extemporaneous Speech competition, and Sabrina Rego is a Health Careers student who placed **9th** in Medical Math. She also congratulated all the students who competed at Nationals. Traylor reported that Secretary of State Ralph Mollis visited the Woonsocket High School to discuss the importance of voting with Woonsocket High students. He presented historical documents to students as a tool to inspire students to vote. Among the documents presented was the original 1920 official manuscript granting women the right to vote to mark the 91st anniversary of Rhode Island women's right to vote. This was a great way for students to learn their roles in society as citizens and the importance of voting. Dr. Traylor also congratulated Brittney Keophoxany and Billy Daophaouthern of Woonsocket High school for being honored with the State Civic

Leadership Award from Secretary of State Ralph Mollis. This award recognizes students who show an understanding of the importance of public service and takes the principles of civics and puts them into action. Brittany led a volunteer project in conjunction with the Salvation Army and the Laotian Temple; and Billy worked with the local Laotian community.

Motion to receive and place on file: E. Nadeau

2nd: A. Forcier/L. Majewski (Unan. Appr.)

APPROVAL OF MINUTES: June 22, 2011 OPEN/CLOSED

Motion to approve: V. Phongsavanh

2nd: M. Dubois (Unanimously Approved)

CONSENT AGENDA:

Motion to approve Consent Agenda w/ the following exemptions: M. Dubois

*Purchases/Transfers Over \$2,000: Diane Vachon, Konica, Susan Prentiss, Toshiba Business Solutions, Toshiba Financial Services, and Wells Fargo Fin. Lease removed by L. Majewski

2nd: **E. Nadeau/L. Majewski (Unanimously Approved)**

CONSENT AGENDA:

1. Personnel Actions

Certified Appointments/Non-Certified Appointments

2. Purchases/Transfers Over \$2,000

ADS/Educational Supplies/WACTC/Perkins

A & D Pest Control/Contract/Facilities/Local

Auto Zone/Educational Supplies/WACTC/Voc Revenue

Century Consultants/Software Support/Technology/Local

Diane Vachon/Contract Services/Spec. Ed/Local – removed by L. Majewski

Folett Software Co/Software/Technology/Local

Konica/Copier Lease/District/Local – removed by L. Majewski

Lindenmyer Munroe/Paper/District/Local

Navitas Leasing/Copies/Business Office/Local

NCS Pearson/ Testing Material/Spec. Ed/ARRA/Idea Grant

N.E. Mechanical/HVAC Contract/Facilities/Local

NFS Leasing/Copier Lease/Business office/Local

Pasco/Ed. Supplies/WHS/Champlin Grant

RINET/Internet Access/Technology/Local

RI Writing Project/Prof. Dev/ Grants & Curr/Title II Grant

SchoolDude/Annual Contract/Tech & Fac./Local

SunLife Financial/Life Ins/Bus. Office/Local

Susan Prentiss/Contract Services/Sp. Ed./Local – removed by L. Majewski

Toshiba Bus. Solutions/Copier Usage/Bus. Office/Local – Removed by L. Majewski

Toshiba Financial Serv./Copier Lease/ Bus. Office/Local – Removed by L. Majewski

Wells Fargo Fin. Lease/Copier Lease/Bus. Office/Local – Removed by L. Majewski

3. Field Trip/Conference Requests

CPI Training, Florida/McFee Sp. Ed/Title I/ARRA

American Speech-Language-Hearing Association, San Diego, CA/WMS-Hamlet/Self Funded

4. Home Schooling Requests

END OF CONSENT AGENDA

EXEMPTIONS FROM CONSENT AGENDA:

1) Purchases/Transfers Over \$2,000:

- **Diane Vachon (\$52,582.00) and Susan Prentiss (\$50,310.00) for Special Ed Contracted Services out of Local Funds:** Mrs. Majewski noted that these payments are for services to be provided from July 1, 2011 to June 30, 2012 for a total of 36 weeks. "This brings us to just the school year. One person is working 220 days and the other person is not working that many. Will we be getting another bill later on for this person?" asked Majewski. Carole Lerner explained that one person is only working four days a week. "Do they both provide liability insurance and file a 1099 Form?" asked Majewski. Mrs. Lerner assured her that they do.
- **Konica for Copier Lease for District (\$39,552.00 LOCAL), Toshiba Bus. Solutions for Copier Usage (\$15,930 LOCAL), Toshiba Financial Services for Copier Leasing (\$8,910 LOCAL), and Wells Fargo Financial Leasing (\$22,410 LOCAL):** Mrs. Majewski asked if we are phasing out Konica so that we will have just one provider in the future. Mrs. Busby explained that we are. "Konica will not meet Toshiba's price. They did cut their price, but won't go any lower. The four machines left with Konica are phasing out in 2012," said Busby. She noted that Wells Fargo has to do with the lease for the Toshiba copiers.

Motion to approve exemptions: A. Forcier **2nd: M. Dubois (Unanimously Approved)**

COMMUNICATIONS: Mr. Dubois announced that the next school committee meeting will be held on August 10th, and asked Mrs. Busby if she would feel comfortable giving a preliminary report on the FY11 budget at that time. She said, "Yes."

COMMITTEE REPORTS: Mrs. Majewski that she and Mrs. Nadeau continue to work on the search committee and have begun setting up interviews for superintendent candidates.

UNFINISHED BUSINESS:

1. Change in Readiness Policy 2nd Passage – L. Majewski

The revisions made to the dress policy were noted. Capri pants, black short- and long-sleeve polo or T-shirts will now be allowed. Mrs. Nadeau mentioned that she thought that **crop pants** were added as well. Mrs. Majewski agreed that they did add crop pants and it was an oversight. It will be added. "They come to mid-calf," said Nadeau. Mr. Dubois said he would support the 2nd passage this evening, adding that "a policy is only as good as its enforcement. Last year started off great in compliance with 90% and then dropped off to 50% at the secondary level by the end of the year."

Motion to approve 2nd Passage: M. Dubois **2nd: L. Majewski**
Roll Call Vote: 5 yes **APPROVED**

2. WMS Promotion Policy – 2nd Passage – P. McGee

Dr. McGee noted that there were no changes from the first passage. Mrs. Majewski mentioned that there has been talk in the Curriculum Committee about the way we allow students to make up credits and they will be continuing to develop more opportunities to meet the requirements.

Motion to approve 2nd Passage: A. Forcier **2nd: E. Nadeau**
Roll Call Vote: 5 yes **APPROVED**

3. WMS Handbook – 2nd Passage –P. McGee

Dr. McGee reported that they have not changed the order of the criteria for Academic Placement due to concerns that Mrs. Majewski had at the last meeting.

Motion to approve 2nd Passage: A. Forcier **2nd: V. Phongsavanh/E. Nadeau**
Roll Call Vote: 5 yes **APPROVED**

4. WHS Handbook –2nd Passage- S. Porricelli

Mr. Porricelli reported that all changes have been made and they will now add the “crop pants” to the dress code. Mrs. Nadeau liked the idea of the separate pull-out insert for the students to bring home for signatures and asked whose idea it was. Porricelli said that he and Bill Webb, the Graphics & Printing teacher, were thinking about how they could save pages. Also, some forms had to be ripped out of the old handbooks to bring them home. They came up with the insert idea that could be placed in the book save money if the students lose their handbook. They can be given the insert instead of having to give them another whole book. Mrs. Nadeau commended both of them.

Motion to approve 2nd Passage: A. Forcier	2nd: V. Phongsavanh/E. Nadeau
Roll Call Vote: 5 yes	APPROVED

5. Elementary Handbook-2nd Passage – M. Garceau

Mr. Garceau reported that the changes were minimal. Mrs. Majewski asked about the wording under the Student Transportation Policy that was in red print about the door-to-door transportation. “Specialized – what does that mean?” Out-of-district? At Globe Park?” she asked. Mr. Garceau explained that if a student is in a specialized program at Globe Park, they would receive transportation. Mrs. Lerner added, “If we place a student in a program through our process, we need to provide transportation to that placement if it’s not in their district.” **Mr. Garceau will add, “If they are placed in a program that is not in their home school,”** to clarify the wording. Mrs. Majewski said that she just wants it to be as clear as possible to avoid any misinterpretation by parents. Dr. Traylor suggested adding, **“as decided at an IEP meeting”** also.

Motion to approve 2nd Passage with the above additions: A. Forcier	Roll Call Vote: 5 yes	APPROVED
2nd: E. Nadeau		

NEW BUSINESS

1. BID AWARD: #12-01 Janitorial Supplies

Mrs. Busby noted that we are spending \$35,000 less than last year on these supplies. Mrs. Forcier was concerned because she said that this year each classroom only got washed and waxed once because we ran out of wax. “Will we be in the same boat next year?” she asked. “The process of getting supplies for school opening was also hampered due to not being in charge of the checkbook. We are being creative to work within this allocation. Mr. Fontaine and Tom Lambert feel they can work with this,” said Busby. Mrs. Majewski asked if the state has done any bulk purchasing. Mrs. Busby didn’t know, but said we have found that even though a company is on the state bid list, the prices aren’t always the best, such as in the case of W. B. Mason. “Some supplies are actually cheaper through Staples, so we are going with whoever has the best prices,” she said. Mr. Dubois thanked Mrs. Busby and Peter Fontaine as well as the maintenance staff for taking a hit and working with less supplies and less staff.

Motion to approve to various vendors for a total of \$101,204.45: L. Majewski	Roll Call Vote: 5 yes	APPROVED
2nd: M. Dubois		

2. Appointment of Elementary Principals – C. Traylor/M. Garceau

Dr. Traylor read her memorandum to the school committee recommending Karen MacBeth for the position of Principal at Harris Elementary School.

Motion to approve the appointment of Karen MacBeth to the position of Principal of Harris Elementary School: M. Dubois	2nd: E. Nadeau
Roll Call Vote: 5 yes	APPROVED

Mrs. Forcier wished Ms. MacBeth the best and asked if there would be a conflict because she is a state representative and may have to be at the State House at times when school is still in session. Dr. Colette explained that MacBeth has assured her that there would be only one or two times during budget time that she may have to leave early and they have come to an agreement on that issue. Mr. Dubois noted that MacBeth had done an excellent job as Principal at Leo Savoie Elementary.

3. Discussion/Approval of Job Description for Superintendent – C. Traylor

Dr. Traylor reported that because there were concerns regarding the job description and the qualifications being changed without school committee approval, the issue has been researched. It was discovered that there were two job descriptions in the file for the Superintendent position—one dated March 25, 2008, which included the CAGS as a requirement, and one dated April 1, 2008, which included a preferred Doctorate in Education or related field as a requirement. The March 25th job description was posted unchanged inadvertently. The correct posting should have been the April 1, 2008. She recommended that the WSC take a vote to approve the most recent job description.

Motion to approve the April 1, 2008, Superintendent's job description: A. Forcier 2nd: M. Dubois	Roll Call Vote: 5 yes APPROVED
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Ms. Phongsavanh had some major concerns about the Superintendent's search and the process. Her first concern was with the job description that was posted. Her second concern involves the two members of the subcommittee being allowed to hand-pick the members of the search committee. She would like to see something in writing as to the process that was involved, because she feels that in order to represent the public she needs to be provided with this information. Phongsavanh is concerned that the minorities in the community are not properly represented. "Is this community represented on the search committee? We have 35% of the student population who are minorities. Three of you have said that you will not be running again, so I don't understand why this school committee will be choosing the next Superintendent," she said. Ms. Phongsavanh made a motion to re-select the members of the subcommittee in light of her concerns. Mr. Dubois responded that re-assigning the members of the subcommittee was not on tonight's agenda and it would be a violation of the Open Meetings Law to discuss it.

"I haven't publicly stated that I am not running for school committee again. There is someone who has a weekly opinion piece that has been saying it. I am leaning now towards running again," said Mr. Dubois. "In your opinion, do you think this is a democratic process the way we look for a superintendent?" asked Phongsavanh. "Yes. When the school committee members were allowed to pick subcommittees after the election two years ago, everyone got their first choice. Ms. Nadeau and Ms. Majewski wanted the Personnel Subcommittee and you and Mrs. Forcier had your preferences. I tried to satisfy everyone. If anyone wanted to be on the search committee, they contacted the subcommittee members. You have a board made up of 20 people making up all aspects of the community. Last time they did a good job selecting Dr. Gerardi, and I think it's very fair the way we run our search committees compared to other districts. I'm very proud of the way we run our search committees," answered Dubois. Mrs. Nadeau recalled that at many meetings, they asked for people who wanted to be on the search committee. "Not everyone who submits their name is picked. To my knowledge, there has not been a minority member that has applied. We tried to make sure that all segments are represented. Mrs. Majewski and I sat down and looked at what areas we had covered. People that are selected are sent letters and we don't know until they respond if they can serve. We can't give you a list of people when it's only been finalized in the last couple of days. I know that Dottie has a list and very few people that came forward have not been able to serve," explained Mrs. Nadeau. Mrs. Majewski noted that they have a principal or assistant principal for every level. She thinks the process is very democratic. "The school committee could just pull some people together and be done with it. When we hire people, we don't discriminate based on race, religion, sexual orientation, etc. To imply that we are not following the law is wrong. Last time we did this when the list was finalized, we let everyone know. People have taken time off of work and many hours of personal time to do this and I would appreciate a little more patience. As far as running again, I could change my mind tomorrow. That is within my purview. It's not going to affect the job I'm doing now. We have the protocol we used in 2008 if you want to see it," said Mrs. Majewski. "I don't think that Vimala was implying that discrimination has taken place. She was just asking a question about how the people on the Search Committee are being chosen. As far as the job specs, I'm glad that Dr. Traylor looked into it," said Mrs. Forcier. She asked Atty. Ackerman if the posting on School Spring needed to be changed and extended. Dr. Traylor said that, from her experience, it has always sufficed to repost the position and put "Revised" on the job posting and extend the application period. Atty. Ackerman added that if they adopt the new job description tonight and repost, that becomes the policy. "Anyone could submit names of people for the Search Committee. Mrs. Forcier could have submitted names for the committee. It was never said that school committee members couldn't submit names. We have taken a hit on Patch.com and I am not happy with that publication. It's becoming more of a scandal page instead of an information piece. We were accused of changing the posting. We didn't know the error took place! That was done in Human Resources! As far as being selected for the committee--if you weren't selected, of course you aren't going to be happy about it. I can't stress enough how many people have come up to Linda and I to tell us, 'Please do this. We trust your judgment.' Next time, if you want to be on the subcommittee, volunteer! If, when a candidate is presented as superintendent, a school committee member doesn't approve, they can voice that disapproval. There was a young man who was attacked on the Patch.com because he volunteered and was selected to be on the committee. Why not? He is very involved and attends meetings. He was an honors student, knows government, and probably knows more than we do! I will not see him attacked—not on my watch! Mrs. Majewski, Mr. Dubois and I don't want any more calls asking why people didn't get picked. Grow up and move on! That's life! We are doing

the best we can," said Mrs. Nadeau. Mr. Dubois acknowledged that Mrs. Lombardo has hundreds of postings and if people took a look at her desk, they would see for themselves. "The wrong posting was pulled and it will now be corrected. I was on the Search Committee during my first term on the school committee and I'm glad I'm not on it again! If anyone can think of a better way to do this, then let me know. We can certainly look at changing the process in the future. I also feel it's my duty to appoint a new superintendent and not wait until December. Who better than the five people who are experienced with the district to appoint a new superintendent?" he asked.

Mrs. Nadeau said that for the final three candidates, they do site visits and bring back their comments. She doesn't know what more they can do. Mrs. Forcier said she doesn't know what young man the Patch.com article was talking about. She didn't read it. "Of course when people volunteer for the Search Committee and aren't asked and people who didn't volunteer are asked to be on it, there will be questions. I'm concerned about whether or not the Mayor was asked to be on the Search Committee," she said. Mrs. Nadeau told her that the Mayor wasn't asked, but a member of the City Council was. "The Mayor wasn't asked last time. The City Council will get to interview the top three candidates," said Nadeau. In the future, Mrs. Forcier said she would like the school committee to work on a new policy regarding the superintendent search, such as each member recommending four people for the search committee. "You could put a policy in place saying that all members of search committees be approved by the school committee. I don't feel it's a good idea to just leave it up to four people from every committee member because some areas might be missed. It wasn't a concern up until now," said Dubois.

4. Discussion of Time Study for Facilities Staff – A. McGuire/Forcier

Mrs. Forcier has spoken to Mr. Fontaine about the performance audit and it stating that we need to do a time study of the positions in the Facilities Department. "The number of square footage they used and what the WED has were very different," said Forcier. She went to City Hall and they told her that they don't include the utility closets, basements, etc., in their square footage count. She feels that a 6-month time study should be done to see if we are understaffed or overstaffed. "I'm told that we are understaffed by Facilities. I have been shown some things in the school that aren't the best in regards to cleanliness," she said. "We are down seven people in that department that we had to cut. We don't have the money to hire them back," said Nadeau. "The performance audit said we could cut ten people and we only cut seven. If we do a time study and it shows that we are understaffed and the schools aren't clean, then we can use it for Caruolo. We would be in violation of the BEP for cleanliness of our schools. Are you aware that we have bleach being used in our schools? I'm told they don't have the supplies or the time due to the cuts that have been made, yet I was told that a custodian at the elementary level was found sleeping on the job," said Forcier. "What would be the point of Mr. Fontaine spending his time and effort to do a time study just to satisfy the performance audit? They also recommended that we close 5th Avenue School, which we didn't do," noted Mrs. Majewski. Mr. Dubois will put this item on the August 8th agenda for a vote as requested by Mrs. Forcier.

5. Discussion of Principal Contracts – A. McGuire/Forcier

Mrs. Forcier noted that at the last meeting, administrators were on the agenda for raises and it was rejected. She feels that they should be given a contract at least. "Anyone who is new could be given a one-year contract and anyone with two or three years could be given a longer contract," she said. Mrs. Nadeau spoke to Mr. Garceau about this issue. "There's a program in Cranston that uses a criteria which accounts for vacation days. If you close school at Christmas, the principals know that they have to take their vacation during that time. I don't have a problem with one year contracts for new principals and two years for others," said Nadeau. "Many of the contracts have expired and people are still working. I am amenable to looking at it, but I don't know if the contracts are all uniform right now and if they have all expired. I would like to have it go before the Contract Subcommittee," said Mrs. Majewski. Mrs. Nadeau asked if they could involve Dr. Traylor in this because she is sure she has experience with it. Nadeau feels that when they did away with rollovers, some people may have fallen through the cracks. Dr. Traylor said she would be more than happy to look at the contracts with Mr. Garceau, but that it may take a few weeks. "Who do you want included in these contracts?" asked Mr. Dubois asked Forcier. "Principals and assistant principals to start with," she said. Mrs. Majewski noted that she and Mrs. Nadeau both serve on the Contract Subcommittee and they are going to need some time in light of the fact that they are involved with the superintendent search. Mr. Dubois explained that personnel and contracts falls under the purview of the same subcommittee.

CONFERENCES: Field trip request was taken out of order.

WIDA Access Results – Linda Filomeno: Ms. Filomeno presented the results of the WIDA testing for English Language Learners (ELLs) for 2010-2011, noting that we met the objectives for the second year in a row. She noted that there was a change in the test several years ago, so when you look at the comparative reports for the last three years, you have to take into consideration that there were different tests. "There was a change in the way the scores were calculated," said Filomeno as she explained the scores. Mrs. Majewski asked what "AMAO" stood for to clarify it for the audience. "It means Annual Measurable Achievement Objective," answered Filomeno. Majewski asked if

we are penalized if a student is not here the next year that the test is given. "No, not for this test. That is why they changed the way they scored the AMAOs. When they are enrolled in the school district, this information is assessed," said Filomeno. "If a student has a developmental disability, is that taken into consideration?" asked Majewski. "It's included in the Exit Test. If they haven't shown any significant growth in the last five years, then they are going to be covered by their IEP," explained Filomeno.

SUPERINTENDENT'S REPORT: Dr. Colette Traylor

Dr. Traylor thanked everyone that has been of help to her as she has entered into this position. She has met with every school committee member individually, Jeff Partington for the WTG, Rick Richards from RIDE, and many, many others. Traylor said she has been briefed on the many pending issues and will work on them as they come across her desk.

Motion to receive and place on file: L. Majewski

2nd: A. Forcier (Unanimously Approved)

SCHOOL COMMITTEE GOOD & WELFARE:

V. Phongsavanh: Passed.

M. Dubois: Welcomed Dr. Traylor aboard. Said he has met with her twice and has found her to be very wise and full of excellent suggestions. "She is not interested in the permanent position and, therefore, she can help with the search for a permanent superintendent."

L. Majewski: Welcomed Dr. Traylor to the district and said it has been a pleasure working with her so far. "She has been very helpful and supportive." Congratulated the SkillsUSA National Contest winners and competitors. Wished everyone a safe summer and said they are doing the best possible job they can to find a new superintendent.

A. Forcier: Passed.

E. Nadeau: Welcomed Dr. Traylor and thanked her for her help. "I am always happy to meet someone so intelligent and I can learn from. Her interim position will be my summer school." Nadeau asked if anyone on the committee or Mr. Garceau knew if we have a policy regarding our staff using the internet for personal use such as to send out resumes. Mr. Garceau said he will ask Jonathan Gallishaw about that but isn't sure how we would monitor it. Nadeau said she participated in the interview process for an elementary school principal this week and mentioned that we have some very good people in this district. "I'm sure that when openings arise, we can use them. Keep re-applying." Wished everyone a safe summer.

Motion to adjourn at 9:30 p.m.: L. Majewski

2nd: A. Forcier (Unanimously Approved)

Respectfully submitted,

Nancy G. Belisle, WSC Recording Secretary