

MINUTES
WOONSOCKET SCHOOL COMMITTEE
WEDNESDAY, AUGUST 12, 2015
OPEN SESSION
Woonsocket Middle School @ Hamlet
60 Florence Drive, Woonsocket, RI 02895

Meeting called to order by Chairman George Lacouture at 6:03 p.m. in open session.

Roll Call by Superintendent Patrick McGee:

George Lacouture, Chairman	Present
Soren Seale, Vice-Chairman	Present
Jose Rivera	Present
Susan Pawlina	Present
Donald Burke	Present

Motion made to convene in closed session to discuss non-union employment contracts, in accordance with R.I. Gen. Laws § 42-46-5(a)(1): S. Seale 2nd: S. Pawlina

Roll Call Vote: 5 Yes APPROVED

Motion to reconvene in open session at 7:05 p.m. by: S. Seale 2nd: D. Burke Roll Call Vote: 5 Yes APPROVED
G. Lacouture stated no votes were taken during closed session.

Motion to seal the closed session minutes of 8-12-15: S. Seale 2nd: D. Burke Roll Call Vote: 5 Yes APPROVED

Moment of Silence

Pledge of Allegiance

Roll Call by Superintendent Patrick McGee:

George Lacouture, Chairman	Present
Soren Seale, Vice-Chairman	Present
Jose Rivera	Present
Susan Pawlina	Present
Donald Burke	Present

PUBLIC GOOD & WELFARE: None.

RECOGNITIONS & ANNOUNCEMENTS: Superintendent Patrick McGee read a letter he received from Carole Englander who is the Director of the Science and Math Investigative Learning Experience (SMILE) Program at URI; the letter was to recognize the outstanding job done by teachers Heather Neil, Marc LeBrun, Jennifer Paolozzi, Anissa Hoard, Patricia Degan, Jodi Cifelli, Paulette Metivier, Denise Fontaine, Lisa Desante, Rania Aghia, Julia Grassini, and Ethel Locke for leading the year-long afterschool SMILE STEM Program in our district. He announced that the WMS will hold registrations on August 17th and 18th from 9:00 to 2:00 at the Villa Nova Building. Kindergarten through Grade 5 registrations will take place on August 13th at Harris Elementary located at 60 High School Street from 9:00 to 12:00.

Motion to receive and place on file: S. Seale 2nd: D. Burke (Unanimously Approved by the Committee)

APPROVAL OF MINUTES:

- July 7, 2015 Special Meeting Open Minutes and July 15, 2015 Open Minutes:
- Motion to approve: S. Seale 2nd: S. Pawlina Roll Call Vote: 5 Yes APPROVED

CONSENT AGENDA: G. Lacouture took out of order the appointment of Christine LeBeau. First, there is no "per SC Contract" because that is an old expression; second, all non-union employee contracts should be handled separately under new business. This appointment will be put on the next meeting agenda.

Motion to withdraw the appointment of Christine LeBeau: G. Lacouture 2nd: S. Pawlina

Roll Call Vote: 5 Yes APPROVED

Motion to approve the consent agenda in its entirety: D. Burke 2nd: S. Seale

Roll Call Vote: 5 YES APPROVED

COMMUNICATIONS: None.

SCHOOL COMMITTEE REPORTS: G. Lacouture attended the Building Committee meeting but was late and asked if P. McGee could give the SC an update. P. McGee stated they were going to meet Robinson, Greene and Beretta in closed session but did not advertise this on the agenda; therefore it was decided that the next Building Committee meeting will be scheduled for August 27th and the agenda will advertise a closed session as well. G. Lacouture said if anyone would like to hear what was discussed at this meeting you can go to mywoonsocket.com.

CONFERENCES/DISCUSSIONS – Employee Assistance Program – G. Lacouture, J. Wolfgang

J. Wolfgang handed out to the SC a one page document outlining the Employee Assistance Program (EAP) annual fee for all program services, professional services available for employees and professional services available for management. The City of Woonsocket is associated with Coastline Employee Assistance Program and the school department does not have one. We have employees that need this program and it is our responsibility as the employer to provide an employee assistance program to help our employees. Judith Hoffman, Executive Director, Coastline Employee Assistance Program said they are a private non-profit, 30 year old organization and have eight school districts, 3 universities and just over 200 employers mostly of RI and Southeast Massachusetts who use their services. She gave an outline of the services they offer. S. Seale asked for a correlation between spending on the EAP and the savings per lost employment. J. Hoffman said there have been research studies on their model and for every dollar spent the research estimates a threefold savings; there are a lot of soft savings that there is no way to quantify. D. Burke asked B. Peryea if this is able to be placed into the budget. B. Peryea stated yes; he will reserve some of the fund balance going into 2015 to pay for this and going forward he will roll this into the regular part of the budget. D. Burke asked if this program will be ready to begin in September. J. Hoffman said yes. J. Rivera said the cost is based on 875 employees but if we only have 870 for the year how is the cost determined. J. Hoffman said they are flexible so if we are to go up in those numbers or down they will adjust the invoice; you are not locked into this dollar amount every year. B. Peryea stated he will make this part of the consent agenda for the next meeting so the SC can vote on this.

UNFINISHED BUSINESS:

1. Discussion/Approval on the WMS Grading Policy – 1st Passage – P. McGee, S. Boss
Motion to approve 1st passage: G. Lacouture 2nd: D. Burke

D. Burke stated the Curriculum Subcommittee met with P. McGee and current WMS Principal to review this grading policy; he stated changes were made that the SC recommended at their last meeting and additional changes were made by the Curriculum Subcommittee; he discussed each revision with the SC. J. Rivera asked if the WHS grading policy will reflect what the Subcommittee just did with the WMS grading policy. G. Lacouture stated this was developed by the WMS Faculty and School Improvement Team and has nothing to do with the WHS. T. Curt-Hoard explained the process of creating this policy. J. Rivera asked if this was a vision for the whole district or just the WMS. She said the WMS but the research they gathered and worked with reflects grades K-12. J. Rivera thinks we should do something for the WHS which reflects this grading policy. S. Seale said under the section "late work" it says students who still have not submitted his or her work will receive a 50 for each assignment which is a failing flaw; under the section "zeros" it states students that do not hand in their assignments will receive a comment code of NS meaning not submitted in the column where the grade should be giving a student a zero; then it says the student will follow the make-up policy listed above; he asked if the work is ultimately not handed in does the student receive a 50 or a zero. T. Curt-Hoard said 50; whether they get a 50, 25 or a 69 it doesn't matter because it is an F; they failed.

Roll Call Vote: 5 Yes

APPROVED

NEW BUSINESS:

1. Discussion/Approval to send letter to Truancy Court seeking reinstatement – G. Lacouture, S. Rapport, P. McGee
Motion to approve: G. Lacouture 2nd: S. Pawlina Roll Call Vote: 5 Yes APPROVED

2. Discussion/Approval on the District Improvement Plan – G. Lacouture, P. McGee, L. Filomeno

Motion to approve: G. Lacouture 2nd: S. Seale

P. McGee stated the SC received in their packets the Strategic Plan, which the SC already approved, and the District Improvement Plan (DIP) which he is seeking approval on this evening. He briefly described the process and outlined the core value and initiatives of DIP. He thanked the New England Education Consultants with whom the district has worked to create this DIP, Dr. George Ladd from Boston College and Bob Miley, and the many members of the community and the school department who were part of the team who broke down the core values to come up with the structure of the DIP. G. Lacouture asked what is the timetable for the development of staff in implementing and understanding Strategic Plan/DIP. P. McGee said we will start this on orientation day; when this is approved it will also go on our district website so everyone can review when they visit the website; they also started to roll this out to principals; in turn, the principals will be responsible for getting this information in greater detail to their staff. D. Burke asked if the individual schools tie into this and then add their own component. P. McGee said yes; when the schools create their School Improvement Plans their focus needs to be in these areas, the core values. He will constantly have conversations with the principals and directors on a regular basis because what is contained in this document are the expectations of our staff. G. Lacouture said if this is a true mission statement for our school system every single member should know it by heart because it is a reflection of where we are; our mission statement should be on the wall at every school, on our letterhead, and in every classroom.

Roll Call Vote: 5 Yes

APPROVED

3. Discussion/Approval on Bid #16-08 Nursing Medical Supplies – G. Lacouture, B. Peryea
Motion to approve: S. Seale 2nd: S. Pawlina Roll Call Vote: 5 Yes APPROVED

4. Discussion/Approval on the Appointment of the Human Resource Coordinator – G. Lacouture, P. McGee
Motion to approve: S. Seale 2nd: S. Pawlina
G. Lacouture asked how did we determine the budgeted salary. J. Wolfgang stated this is the budgeted salary and this is also what the previous employee was paid. G. Lacouture said we eliminated many duties and responsibilities. J. Wolfgang said they eliminated some but the duties and responsibilities that were already in the job description were not carried out to the full extent as they are now. G. Lacouture said the salary for the previous person was based on those duties and responsibilities whether they were done or not. J. Wolfgang believes this salary is justified. P. McGee concurs with J. Wolfgang and the candidate they are recommending this evening brings a wealth of knowledge and skill to the position. J. Rivera said if they appoint her this evening maybe they can add additional duties to her position; job descriptions are ever evolving. G. Lacouture said they can recommend this salary in the contract however the Mayor will determine the salary. J. Wolfgang read the letter of recommendation to appoint Mary Nadeau to the position of Human Resource Coordinator.
Roll Call Vote: 5 Yes APPROVED

SUPERINTENDENT'S REPORT: Superintendent Patrick McGee announced that WED has registered approximately 50 Grades K through 5 this summer. District Orientation Day is scheduled for August 27th for all teachers and staff. District Professional Development Day is scheduled for August 28th with a variety of professional development workshops for staff across the district. Freshman Orientation at the WHS is August 18th from 5:00 to 7:00 p.m. The WHS website needs to be updated; he spoke with the Chief Technology Officer; they will be working with the WHS to ensure that the website is up to date; this is a goal for all of our schoolwide websites. Building Capital Projects Update – Globe, Savoie, Bernon, Citizens', and WHS are approximately 85% finished with the sprinklers that had to be installed; this will be completed before the start of the school year. The interior stairs on one side of the Coleman School are being repaired; the concrete stairs have been removed and there are pans that need to be replaced before new cement is poured; however, this will be completed sometime next week. The first day of school is August 31st. For students attending the WHS, August 31st is only for the incoming Freshman; September 1st will be the first day for all WHS students; there will be phone blasts to the parents and also posted on our website. He recognized Steve Boss who recently resigned as the WMS Principal; he has worked with S. Boss for 16 years; he has been in the district as a math teacher at the WMS, an assistant principal at the WHS and then for the WMS, and then became the principal of the WMS; he will miss him dearly; he was a hard worker, always there when he needed him. We will miss him and wished him well in his new position.
Motion to receive and place on file: S. Seale 2nd: D. Burke (Unanimously Approved by the Committee)

SCHOOL BOARD GOOD & WELFARE:
S. SEALE: Passed.

J. RIVERA: Passed.

D. BURKE: He has been impressed with S. Boss and this is a loss to the district. We need to hire an assistant superintendent and two school principals; asked for a status on those positions. In addition he also asked if we hired all the coaches we need for sports. P. McGee stated J. Wolfgang gave the SC a handout this evening listing all of the unfilled/open positions, approximately 20; J. Wolfgang also gave the SC a list that describes all the positions that were filled over the summer. J. Wolfgang gave a rundown on the Citizens' and WMS interview committee meetings and stated at the August 26th SC meeting they expect to have two names for approval for the principal positions. The Assistant Superintendent Interview committee has been formed; they will be meeting next Thursday to review all of the applications; however, he doesn't feel they will be able to forward a name for the August 26th SC meeting but firmly expects to have a name for the following meeting. All of the unfilled positions have been posted, actively interviewing the candidates for said positions and most of these appointments will be forwarded to the SC on August 26th for approval. D. Burke asked who is responsible for each school's website. P. McGee said last year Sheri Thibeault, Secretary for Technology, worked with the principals and some of the secretaries to bring their schools' website back to life. In terms of the daily, weekly and monthly updates that would be the principal and his/her secretary and in some cases there may be teachers at the school who will volunteer to do this. He will be meeting next week with technology staff to figure out a process that will work in order to keep these websites updated.

S. PAWLINA: There are a lot of home schooling requests this time of year and would like to remind those parents who do homeschooling that they can enroll their children in activities that take place at the school department such as sports; she encourages them to still be part of the school department. Please contact the schools to find out how their children can participate in these activities. Last year we increased the substitute pay and did this on a one-year basis; therefore, we need to update this; asked if we have this placed on the next SC agenda so we can continue or find out what the impact

