

SMITHFIELD SCHOOL COMMITTEE MEETING

MONDAY, MAY 5, 2014 @ 7:00 P.M.

HIGH SCHOOL MEDIA CENTER

MINUTES

Members present: Mr. Richard Iannitelli, Chair, Mrs. Kellie-Ann Heenan, Vice-Chair, Mrs. Virginia Harnois, Secretary, Mr. Brenden Oates and Mr. Sean Clough. Also present were: Mr. Robert O'Brien, Superintendent, Mrs. Bridget Morisseau, Assistant Superintendent, Mr. Craig Levis, Special Education Director, Mrs. Lisa Cournoyer, Business Manager, a School Committee/School Department Attorney was not present at the meeting. Mr. Matthew Strik, Student Representative to the School Committee. Mr. Iannitelli called the meeting to order at 7:00 P.M.

1. Mr. Iannitelli read the Emergency Evacuation and Health Notification.

2. Mr. Oates moved to approve Consent Agenda Items:

2.1 Minutes:

A) Minutes of the April 28, 2014 School Committee Meeting

2.2 Bills:

A) Regular Bills

B) Prepaid Checks from April 28, 2014 through May 2, 2014.

Mrs. Harnois seconded the motion. The motion passed with a 5-0 vote.

3. HIGH SCHOOL STUDENT REPRESENTATIVE REPORT

High school representative Matthew Strik reported:

- This week is teacher appreciation week.**
- The high school band won 2nd place in competition in Florida, and the chorus won first place.**
- The high school Science Olympiad team placed second in the state last month at competition. They earned medals in 8 events.**
- Junior prom is May 23rd. Senior prom is May 30th.**

4. Rhode Island Early Learning Standards Certificates were awarded to the following students from the Child Care II Honors class who met the Early Learning Standards implemented by RIDE:

**Jamie Banspach Alyssa Carvalho Hailey Chabot
Abbigael Cook Amber DeCristofaro Anna DeCoste
Samantha DeMagistris Devon Desaulniers Kathryn Elfast
Analise England Ariana Gawel Gianna Goneconte
Katreona Harrop Jared Hebert Danielle Kachadourian
Rachel Larrivee Rebecca Morra Haley Powers
Isabella Romeo Allison Sylvester Rhyannon Simmons**

The certificates the students received are issued from the Rhode Island Department of Education. Mr. O'Brien read a letter of success

from a past graduate and acknowledged the outstanding teachers in the Early Learning Program: Karen DiSano, Francine Cassano, and Mary Richards.

5. The performance audit recommendations under instructional technology were discussed.

Recommendation #1 strongly supports the project that would allow the town's financial officer to have real time (read only) access to books and records of the SPS.

Recommendation #2 says after the town has access to the SPS computer systems, that certain reporting requirements and accounting activities back and forth between the town and the schools be completed electronically. Mr. Barrette discussed the real time access to books and records. He said in order for the school department to approach this in the most economical manner, a VPN appliance (Virtual Private Network) was purchased to be able to allow for secure networking communication with the town. The details are being worked out with the vendor to see how to run the application over the VPN. Mr. Barrette said they are hoping to have the details worked out over the summertime and completed for the fall. This will be strictly for financial (read-only) records; the town will not have access to student records.

In regards to the transmitting of things electronically, Mrs. Cournoyer said the cash requests, monthly & quarterly financial reports, bid scoring sheets, and the budget are already being transmitted electronically with the town.

Mr. Iannitelli noted that there was a third recommendation in the performance audit under technology that stated the school department's staff in accounting positions are performing necessary jobs and do not have any time to complete additional town work. Therefore, consolidating the departments to save staff would result in immaterial savings unless the town's financial staff has unused time during the week.

Public comment: Mike Twohey

6. The performance recommendation under Human Resources were discussed.

Recommendation #1 says Smithfield Public Schools should review this area of its operations and the administration should, at a minimum, put together a "paper" HR department that shows the duties of the HR department and the individuals who complete those duties. Recommendation #2 says that HR laws are constantly changing and SPS is relying on a number of resources to keep up with these laws. However, to be safe, someone in the SPS Administration should be reviewing each of these laws (new or changed), posting to a book containing a listing of changes and new laws. To determine which ones impact SPS operations the Administration should be notified of the posting and provided with a copy of the law by email when it is posted.

Mr. O'Brien told the Committee he will look at the organizational chart to see if existing staff could be utilized to pick up some of these HR duties. For recommendation #1, an organizational flowchart will be

made identifying the positions and the HR duties each position will be responsible for. For recommendation #2, a human resources committee will be formed with one school committee member on it to address the issues of the HR operations and the updating of HR laws.

This committee will look at the different HR functions. Mr. Oates volunteered to be on the HR Committee. There was a discussion on various suggestions pertaining to a solution to the reviewing and updating of the HR laws. The Committee discussed the possibility of creating an electronic book online to keep up with the changing laws.

7. Mr. Oates moved that the bid for the architectural feasibility study for the RIDE Stage II application be awarded to Torrado Architects in the amount of \$43,740.00. Mr. Clough seconded the motion. The motion passed with a 5-0 vote.

Mr. O'Brien said we received six bids for the architectural feasibility study. Torrado Architects was the lowest qualified bid and was the recommended company by the RIDE building committee who reviewed and rated the bids. The RIDE building committee consists of a school committee member, a principal, Dennis Finlay, Randy Rossi, Bridget Morisseau, Lisa Cournoyer, Angelo Mencucci and Mr. O'Brien.

The bid is for Stage II of the RIDE Necessity of School Construction guidelines that requires us to have an architectural/engineering firm review all existing conditions with a more extensive analysis of existing conditions. Mr. O'Brien said the feasibility study will give the school department a five-year plan with dollar amounts, and it will

prioritize the school department's needs around student safety and health. He said the school department will have a roadmap of what we should be spending capital money on. Mr. O'Brien said the feasibility study is required for any school district that wishes to go out to bid for school projects. This will be going to the town council on Tuesday for approval. The bond issue will also be on the town council's agenda Tuesday.

Mr. Iannitelli announced that Mr. Clough will be replacing him on the RIDE building committee going forward.

8. The Committee discussed the 2014-2015 Budget. Mr. O'Brien mentioned that next Tuesday at 7:00 pm in the high school auditorium, the town council will conduct a budget hearing.

Mr. O'Brien said it appears the town council will give the school department what it has requested and he doesn't anticipate that the school department would be asking for any more money. The Committee discussed funding. Mr. Iannitelli recapped that it appears the school department will be getting from the town what was requested. \$50,000 of the school department's original proposal to the town will be met by RIDE based upon their approval of the kindergarten grant. He said the recommendation in the town's budget from the town manager includes the \$80,000 requested for infrastructure for technology, in addition to the \$200,000 for computers. There were no further requests for funding from the Committee at this time.

9. COMMUNICATIONS:

1. A copy of the notification of grant award for full day kindergarten from the RI Department of Education.

10. SUPERINTENDENT'S REPORT:

1. Mr. O'Brien announced that the high school chorus finished 1st in a national contest in Florida and the band finished 2nd. They will perform at the next school committee meeting and will bring the giant trophies they brought back on the plane. He said he is also pleased to announce that the high school students finished 2nd in the Science Olympiad and the middle school students finished 5th. Mr. O'Brien congratulated the students and the teachers who have worked with them on their outstanding performances.

2. Mr. O'Brien commended Julie Dorsey and the teachers who were interviewed by a national magazine, the District Administrator. He said they are using a data coach in an innovative way. The article will be in the June issue.

3. Mr. O'Brien congratulated Robin Behringer as this year's teacher of the year in Smithfield who is one of three finalists for Rhode Island Teacher of the Year. He said she will be interviewed on May 7th and should hear in June if she is selected as Rhode Island Teacher of the Year.

4. Mr. O'Brien thanked Mrs. Luigia Solda. He said on May 2nd Smithfield High School was selected to host the author Robin Sloan

for Read Across America. The author's visit at the high school was webcasted live to other high schools around the state. Mr. O'Brien thanked the teachers in Smithfield for the work they do everyday and the difference they make in the lives of the children in Smithfield.

11. PUBLIC FORUM: Mr. Joe O'Connor addressed the school committee.

12. COMMITTEE COMMENTS

Mr. Iannitelli mentioned he wrote a letter to request discussion of the bond issue be put on the town council's agenda tomorrow night. He also said as of tonight every recommendation item of the performance audit has been reviewed. A list of all items taken care of and in the process of being taken care of will be made, and the performance audit will continue to be discussed and some items will be revisited again in the future.

13. EXECUTIVE SESSION:

At 7:45 p.m. Mr. Oates moved to go into Executive Session to discuss matters pertaining to:

A) Consideration of personnel matter regarding teacher benefit. RIGL 42-46-5(a)1.

B) Matters pertaining to collective bargaining. RIGL42-46-5(a)2.

Mrs. Harnois seconded the motion. This requires an individual vote. The individual vote was 5-0 polled by Mr. Iannitelli, Chair.

Returned to open session at 8:10 p.m. Mr. Oates moved to seal the minutes of the Executive Session. Mrs. Harnois seconded the motion. The motion passed with a 5-0 vote.

Mr. Oates moved to approve Gail Mooney, Gr. 1 teacher, William Winsor, catastrophic medical leave through May 19, 2014. Mrs. Harnois seconded the motion. The motion passed with a 5-0 vote.

Motion to adjourn was made by Mr. Oates; seconded by Mrs. Harnois. The motion passed with a 5-0 vote.

Respectfully submitted,

Lisa A. Petrone

Secretary