

WILLIAM M. DAVIES, JR. CAREER AND TECHNICAL HIGH SCHOOL  
50 Jenckes Hill Road, Lincoln, RI 02865

**Board of Trustees**

**Minutes of the Regular Meeting**

Wednesday, September 13, 2006

Minutes were accepted at the October 2006 Board meeting.

**I. Routine**

A. **Call Meeting to Order**

At 5:18 pm, Dr. Segovis, Vice-Chairperson, called the meeting to order.

B. **Roll Call of the Board**

Davies' Executive Assistant called the roll of the Board.

Members Present: Richard Beaupre; Robert Halkyard; Carolyn Kyle; Dr. James Segovis,  
*Vice-Chairperson*; Robin Smith

Members Absent: James Bone; V. Michael Ferdinandi, Larry Gemma; John Gregory;  
*Chairperson*; Harvey Simms; Lornette Uthman

Others Present: Victoria A. Gailliard, Brian Butler, Cheryl Carroll, Judy Valentine, Bernie  
Blumenthal, Vicki Phelps, Susan Paquin, Frank Barcellos

C. **Approval of Minutes** – June 13, 2006 Regular Session Minutes  
*Due to not having a quorum present, a vote to accept the minutes of the June 13,  
2006 meeting was deferred until the October 2006 meeting.*

D. **Opportunity for Audience to Comment**

None were made.

E. **Recess to Executive Session Pursuant to R.I.G.L. 42.46-5 (A) (1) and (2) to  
Discuss Pending Litigation and Personnel Issues**

Executive Session was deferred to the end of the agenda.

F. **Return to Regular Session**

Did not recess out of Regular Session at this point on the agenda.

**II. Business Agenda**

**Finance Report** – Cheryl Carroll, Coordinator of Business Operations  
*(See Supplemental Material: State Schools, Davies Career and Technical H. S.*

The fiscal budget 08 had to be submitted to RIDE on Sept. 11<sup>th</sup>. Ms. Carroll only had a few days to prepare it while she kept Dr. Segovis informed what the numbers were. Many times the exercise we go through is very difficult because the process starts so early and the budget ends up being built on so many estimations that it is difficult to meet targets 15 months in advance.

Initially, Ms. Carroll thought that this going to be a good year as far as what targets she was given as a state school in order to prepare the budget. Generally,

right off the top, we're usually told by the state budget office that we need to submit a budget that is to be cut by 10% or 15% of the current year. A meeting was called for all state schools with the RIDE finance director. We were given the state's budget office instruction booklet and we were told to submit a budget that was 3% over this year. Ms. Carroll left that meeting kicking her heels in the air thinking this was a good day. Then as she started to pencil in the numbers, with by far, the personnel being the majority of our budget, it was no gift by any means.

Referring to the supplemental material that was distributed, State Schools: Davies Career and Technical School, this slide will be presented to the Board of Regents on Sept. 14<sup>th</sup>. They always first talk about our enrollment level. Our current funding is for 825 students. We are always asked what would full enrollment be if the General Assembly wants to fill our school. The building has the capacity of 850.

After she ran her budget model, we are asking for 9% more money than this year. This represents no new growth in programs; it is the same level of FTE's; and it is 9%. In order to justify and to show it wasn't no foolish budget preparation and the numbers are what they are, Ms. Carroll summarized for the Regents predominately what that 9% consisted of in order to move the school forward next year. In term of dollars, the 9% is 1.28 million dollars of which 6% or \$850,000 is nothing more than fringe and overhead benefit rate changes that we were given as planning values to plot into our budget model. Predominately higher retirees' health costs that the state assesses to all state agencies, increased medical costs, and increased retirement costs for the active workforce, so retirement has much to do with the increase. The other 3% that Ms. Carroll is asking for is actually to cover all of the teachers step increases that were negotiated in the contract last year.

As soon as the budget was calculated into a number of this magnitude, Ms. Carroll confirmed it with RIDE. After giving the Finance Director the details, they are accepting the number and it will be presented to the Board of Regents. In addition to the 08 budget, Ms. Carroll will be asking for a supplemental request of \$166,270. It is a carryover of money from last year to complete the renovation of the Aquaculture Building for two additional classrooms due to the increase of enrollment the legislators gave us in 2005. It is the last and final payment that will be owed to the contractor for his soon-to-be-completed work. She was already told that this should be a non-issue because the project is 90% complete. It is a given; we need the money.

In summary, these are the highlights. Ms. Carroll will be at the Regents' meeting in order to explain should they have any questions of Davies, but this budget is simply to cover the services for next year. In addition, the 9% would have been higher, if we did not negotiate in the teachers' contract a 2.5% (against their salary, netting a 1.25 increase) co-share of the health benefit so we are bringing a savings to the table (\$166,000/'07 and \$172,000/'08). Ms. Carroll sensed that the RIDE's Finance Director knew the 3% was an impossibility, but wanted the state school's to sharpen their pencils to meet it.

Mr. Halkyard asked if Ms. Carroll budgeted for things like utilities that we know will increase. Her response is that we have to submit a level funded budget.

What will happen is we may have some turnover in personnel that we didn't know about at the time we rushed to get this budget submitted. The savings will be turned over to the operating costs, utilities and educational supplies. The finance director is Carolyn Dias.

Dr. Segovis said it was good everyone is working together for the good of the school; otherwise, the numbers would have been a lot worse. Everyone should be commended on that.

- B. **Human Resources Report**- *Joanne Andrews, Coordinator of Human Resources*  
This summer we had quite a few personnel changes. We had a transferring of a fiscal clerk, promoted a janitor to a groundskeeper position, transferred another janitor into our building to fill that janitor position, hired another janitor to fill a position that was previously terminated.

As far as faculty for 06-07 school year, we hired an English instructor that was made available by a resignation, a Computer Technology instructor that was made available because the previous teacher passed away, and a Reading Specialist that was made available because the previous teacher took the Guidance Counselor position that became available after the Guidance Chairperson retired and another Guidance Counselor was promoted to that position. We hired an additional Science teacher to cover the increased student enrollment.

On a legal side of things, we are in very good shape. There are no employment grievances pending. We do have a couple of student issues. One is in regards to a student not continuing on to the next grade level and this led to many of our administrators having spent a great deal of time on during the summer months. The other issue is in regards to the tragedy that occurred last April when we had two students who died in a car accident in which the driver survived. The survivor has come back to Davies and the sister of one of the deceased students is at Davies as well. The family has sent a letter stressing their displeasure of the fact that we have allowed the student to come back. This has been turned over to Mr. Ragosta, the school's attorney, but we have to give due process in regards to a free education to the student who wants to come back to school.

Ms. Gailliard added that unfortunately since the beginning of the school and half of the summer, we have had three or four different attorneys in and out of the school for different reasons. With the first issue mentioned, we had two students who did not pass into the 12<sup>th</sup> grade based on some failures in there technical program. The school policy is, if you do not pass your technical area, you repeat the grade. We had hearings on both at the Dept. of Educ. One we won and the other we did not based on information we did not have involving providing extended time on the task on Cosmetology's practical exam for students on an IEPs, nor was it stated in the teacher's manual from the Department of Health. We will be working with the State's Cosmetology Board on determining what is the reasonable extended time for students on IEPs. The case began when the mother of the student was arguing that the grade calculations were incorrect. When we proved that they were correct, she changed her argument to the teacher was harassing her daughter and not being treated fairly, etc., and that is what led to the hearing down at the Dept. of Ed. When that didn't work with the Commissioner, the IEP stuff came out only through the testimony of the

Cosmetology teacher who was being honest. When addressing students on IEP's, you have to dot every "i" and cross every "t" in that IEP on what the accommodations are going to be, who are responsible for them, and ensure they are carried through.

From what Dr. Segovis recalls from the law, you have to show that there is a job-related rational justification for not giving extended time proven in studies. Usually it is a life or death justification.

With the other issue regarding the survivor of the car accident, Davies cannot deny any child an education because of the Public Education Act.

C. **Meeting Schedule for 2006-2007**

It was decided to meet on the first Wednesday of each month. There were a few who teach on Mondays, Tuesdays, and Thursdays. Others had other Board meetings on Mondays and the second Wednesdays of each month. The Executive Assistant will contact the chair to make sure the first Wednesday is good for him as well, and then will notify the other Board members who are absent.

D. **Strategic Plan/School Improvement Team**-Mrs. Gailliard-Garrick, Director

Once we finalized the contract for the teachers and teacher assistants in April, we have the five teachers on the School Improvement Team (SIT). We also have the Support Personnel member as well as a parent. Because it was so close to the end of the school year, we thought it wasn't wise at that time to try to recruit three students, but it is on the agenda for the next Student Counsel meeting. We are not too sure what to do about a Business Partner and Community Partner membership. Whether it is something the Board would like to do but their time is pretty much tied up. We can approach the Advisory Boards of the technical programs.

The law does not require Board participation. Dr. Segovis asked the Board for their input. Should we have Board representation or would the Advisory members be okay? Mrs. Kyle wanted to know what the expectations are. The Board members would basically sit at the table more for input. The teachers would be doing most of the work. With that said Mrs. Kyle felt it could work either way, but having a Board member on the team would send out a message that the Board is involved in what is going on in the school. The SIT is now the old Steering Committee of the Strategic Plan and a board member was part of the Steering Committee who provided input.

Mr. Halkyard's opinion was that this is an operational initiative not one of policy. For informational purposes only, it would be a good idea to have the Board members volunteer to rotate. The meetings are once a month at 2:30 pm and sometimes every other month. Another approach is to have a Board member sit in ex officio so that you can have that other business partner or community partner sit on the team. In the meantime, the Board will offer suggestions on who in the community to contact to sit on the SIT.

The SIT met five times since April and over the summer the team came up with a Mission Statement and a Vision Statement for the new Strategic Plan. They also developed their own mission statement for each of the six sub-committee:

Curriculum, Instruction, Assessment; Grants; Health & Safety; Information Technology; School's Structure; Community and Public Relations. They have some goals that are either revisions of some of the goals that were not met in the original 2000-2005 Strategic Plan and some are goals taken out of the Commissioner's Review, the NEASC recommendations and the SALT Survey. It is a work in progress and that is what we are working on currently. There is a School Improvement Brochure for the purposes of recruiting more membership for these 6 sub-committees. There will be a recruitment kick-off on November 15<sup>th</sup> when the brochures will be distributed and a powerpoint presentation will be given at a General Staff meeting.

The 06-07 School Improvement Plan is a work in progress while waiting for the Commissioner's Review report. It is done and Ms. Gailliard-Garrick is presently tweaking it as the information comes in. In the SIP you will see an alignment of the short term goals of each of the sub-committees and the long-term goals will be aligned in the SP. The Instructional Operations section of the SIP will all reflect and focus on the new High School Reform Initiatives and High School Regulations.

### ***III. Informational Time/Program Updates***

#### **A. Director's Report**

##### **1) Teachers' Association**

Mr. Barcellos, President of the Teachers' Association, commended the administration for the lack of the grievances and the successful contract negotiations especially with NEASC coming up. He is looking forward to working with the administration and the Board this coming year in moving the school forward.

Dr. Segovis thanked Mr. Barcellos and he will be looking forward to working with him as well.

##### **2) Teacher Assistants' Association**

No report at this time. Ms. Tait-Romano, President of the Teacher Assistants' Association sends her regrets for not being here this evening.

##### **3) Freshman Cookout—Mrs. Gailliard-Garrick**

This event was our 3<sup>rd</sup> annual freshmen cookout. Once again it was a success. On August 23<sup>rd</sup>, we had over 200 freshmen and parents. It was more of an informational session which covered opening remarks from the Director and Guidance Chairperson, presented some information for the Class of 2010 in regards to our programming, our Exploration Program, our Freshmen Orientation, our remedial program, attendance, etc. It was to give them a brief overview of what is to come. She gave a brief overview on RI High School Reform Initiatives and a quick snapshot of the High School Diploma System and the PBGRs, and invited them to the Parent Council Meeting on September 27<sup>th</sup>, when she will give them a detailed presentation on the High School Diploma System. Lastly we had the closing remarks by the chair of the Community and Public Relations sub-committee, Deborah Moran. She talked about the Parent Council

meetings and the role the parents play here at the school, and welcomed them to the Davies School.

It ended with a tour of the building and some parents took them up on it. The CPR committee are the ones who prepare for this event which included shopping and preparing the food.

30 families signed up for the Parent Council. We surveyed the Parent Council. They would really like a Parent/Student activity; some event where they can come together. They would like more family programs, and then be more flexible with the day and time of the meetings. We always had them on the last Wednesday of each month and maybe rotating that night, we would get better attendance.

Mr. Halkyard asked which sub-committee would work on increasing parent involvement, and the response is the Community and Public Relations Committee.

#### 4) Opening of School—*Mrs. Gailliard-Garrick*

##### *Professional Development Day*

We had a very successful opening of school in spite of all the multiple-attorneys issues. There were three workshops during Professional Development Day: one on the New K-12 Literacy Policy presented by Judy Valentine and the academic, technical, and Spec. Ed. teachers who went to the workshop in Colorado in June. The second workshop was on the additions to our Freshman Exploratory Program. Because of the High School Regulation and the PBGR's, we added three programs. We have a new technical course we are teaching to all of our incoming 9<sup>th</sup> graders to help them along in being proficient in technology. We also have our professional PDP from SkillsUSA which is basically study skills and some hints and some strategies to do better in school as 9<sup>th</sup> graders. The last added program is Library Skills to help them with research papers that is required in the PBGR's. Lastly, the third workshop was on Domestic Violence. This was very successful and the best workshop of the day. We also had a workshop on the upgraded technical infrastructure throughout the building.

Ms. Valentine is busy working with teachers on developing an advisory program. Some teachers have volunteered to work with their advisees on Steven Covey's, "7 Habits of Highly Effective Teens." It's a pilot program and hopefully it will be successful and more teachers will volunteer.

##### *Enrollment*

Currently we are at 803 plus we are still looking at replacing the no-shows for grade nine. Every year that happens and we have a waiting list for Pawtucket with 66 students and we will go down that waiting list until we have 825. The enrollment goes up and down at the beginning of the school year. We have kids that say they are coming and then they do not show; they move out of state. We have 45 students from Providence. We

had 52 Providence students who registered to take the entrance exam and 17 did not show, 35 actually took the test, and only 16 students qualified for admission with a 6<sup>th</sup> grade reading and 5<sup>th</sup> grade math. Out of those 16, only 7 accepted. This needs to be addressed at the state level. The state wants us to take 40 per year. Davies and RIDE thought the additional 60 students (40-Prov, 20-Pawtucket) was a one time thing because of the way the legislation was written. The following year, RIDE got wind from Providence that Davies wasn't taking any Providence kids unless there was a vacancy, and that led to some discussion and it was decided that we are to take 40 every year. By that time, we had already completed the admissions process and we will have to start this policy until next year. When they build the new career and tech centers based on the Davies model, Mrs. Gailliard-Garrick is sure that one of them will be based in the Providence area.

5) Commissioner's Review Report—*Mrs. Gailliard-Garrick*

Ms. Valentine gave the Board a presentation at the end of last year on the Commissioner's Review. There are five components to the review: the PBGR which deals with all the proficiency-based graduation requirements with curriculum and making sure these kids are ready to graduate and are proficient in the six core areas. The second component is the Support to Students; third is Support to Staff, fourth is Communication, and the fifth is Policy Infrastructure and Use of Data. They reviewed each of these components and they assigned a category to each: "1" needing minimal work to be revised, "2" moderate and "3" maximum. We got a "1" in the PBGR, "1" in our Support to Students, "2" in our Support to Staff and it will be changed to a "1" because of an oversight in the evidence that should have been added to that section all on Common Planning Time which Mrs. Gailliard-Garrick has binders and binders of information on it. The Communication component, we got a "1" and the Policy Infrastructure and Use of Data we got a "2". This last component, most of the schools across the state received 3's. This particular component they are looking for schools to develop a process to set, revise, or remove policies based on some of the school initiatives and a description of the process. She wrote a narrative on it explaining what she thought we should be doing and they gave us a "2".

The other piece of that component, "Use of Data", Mrs. Phelps and she are the ones who usually review the data whether it is SALT Surveys, State Assessment Testing Reports, Standard Diagnostic in Reading and Mathematics, and we take that data, analyze and interpret it for the staff and address it in curriculum revisions, assessment types, etc. They are looking for a process in place that everyone in the school can do that not only for the academic programs but the technical programs as well when it comes to certifications. This is one component we got a "2" on and we will need technical assistance from RIDE. There is a face-to-face meeting with the Commissioner on October 24<sup>th</sup>. Mr. Ferdinandi received an invitation as well as Mr. Barcellos. You should be very proud of the work we are doing here.

Once this is all done and set in stone, they will not review us again until 2009.

6) NEASC Visit-October 23-26, 2006—Mrs. Gailliard-Garrick

This visit is up coming, October 23<sup>rd</sup>. The Community and Public Relations and members of the Management Team have been working to prepare for this visit. The Chair and the Vice Chair are coming in on September 18<sup>th</sup> to review our Community and Profile, our School wide Educational Background and the program for that week. On the evening of October 23<sup>rd</sup> we are going to have a welcoming dinner for the 25 NEASC team members. They will be here to look at every component of the school: academic and technical instruction, Guidance, Management, HR, Facilities, Finance, Administration and Education Support Personnel. They will have in their possession a binder with the self-studies of each those areas. This will occur on the 24<sup>th</sup> through the 25<sup>th</sup>. Invitations will be sent out to each Board member and hopefully everyone can make it. It is good PR in showcasing the support from the Board of Trustees and how involved you are in every facet of Davies. We will have appetizers at 5:30 and dinner is at 6:00. There will be a program to be followed. This event will determine whether or not we are accredited as a high school.

Dr. Segovis can only come for 30 minutes. He has to teach a class at 6:30. Mr. Halkyard said 10 years ago they wanted to interview a few Board members. It will be surprising if they don't want to this time. Mrs. Gailliard-Garrick will let the Board know.

7) Parent Visitation Night – September 21, 2006—Mrs. Gailliard-Garrick

This is next week and it is the evening when the current parents are invited to come in and meet the teachers who will showcase their classrooms. They share the course syllabus, the expectations, the program standards, scheduling, etc. They meet the Special Ed. Dept and the Guidance Dept and learn about the services they offer. During that evening there will be more Parent Council recruiting. We have this night every year in September. In November we have Future Student Night for prospective students and parents.

8) Other- Bernie Blumenthal, Business/Education Partnership Coordinator

Our Machine Technology Program received accreditation from the National Institute of Machine Skills (NIMS). We will be honoring Machine Tech for all the good work that program and the students have done to earn that accreditation at a ceremony on Friday, Sept. 29<sup>th</sup>, from 9:30-11:00 am. We are please to announce that the President of NIMS Board of Directors will be there. This accreditation is encouraging young students to move into this field, which is near and dear to his heart. If the Board can find the time, they are invited to be a part of this ceremony.

A. **Recess to Executive Session Pursuant to R.I.G.L. 42.46-5 (A) (1) and (2) to Discuss Pending Litigation and Personnel Issues**

*At 6:25 pm, Mr. Beaupre made a motion to recess into Executive Session pursuant to R.I.G.L. 42.46-5 (A) (1) and (2) to discuss pending litigation and personnel issues. Mr. Halkyard seconded the motion and all were in favor.*

B. **Return to Regular Session**

*At 6:33 pm, Mr. Beaupre made a motion to return to regular session pursuant to R.I.G.L. 42.46-5 (A) (1) and (2) to discuss pending litigation and personnel issues. Mr. Halkyard seconded the motion and all were in favor.*

*Dr. Segovis made a motion to keep the minutes of the Executive Session confidential; Mr. Halyard seconded the motion, all were in favor.*

V. ***Adjournment:***

*At 6:34 p.m., Dr. Segovis made a motion to adjourn and all were in favor.*

VI. ***Next Meeting***    Wednesday, October 4, 2006