

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

**Board of Trustees**

**Minutes of the Regular Meeting**

September 9, 2010

*Minutes were accepted at the October 7, 2010 Board of Trustees meeting.*

**I. Routine**

A. **Call Meeting to Order**

At 8:08 a.m., Dr. James Segovis, 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; Raymond Chartier; Robert Halkyard; Carolyn Hebert; Carolyn Kyle, *Vice-Chairperson*; Dr. James Segovis, *Chairperson*; Robin Smith

**Members Absent:** Robert Boisselle; Lawrence Gemma; John Nardolillo; Paul Ouellette; John Quinn

**Others Present:** Victoria A. Gailliard-Garrick; Cheryl Carroll; B. Blumenthal; Fred Slemmon; Joanne Andrews; Susan Paquin; Scott Conley

C. **Approval of Minutes**

*A motion was made to approve the minutes of the July 19, 2010 meeting; Mr. Beaupre made the motion; Mrs. Smith seconded the motion and all were in favor.*

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

The recess into Executive Session was postponed to the end of the agenda.

E. **Opportunity for Audience to Comment**

No comments from the audience.

**II. Business Agenda**

A. **Finance Report**

Report was made in Executive Session.

B. **Human Resources Report** – Joanne Andrews, H.R. Coordinator

There were a number of hires for this academic year. We had two retirements: Charlie Toolan, Special Education teacher and Deborah Went, Math teacher. We also had a number of resignations: Lou Turchetta, Special Education; Mike Collette, Hospitality Careers; Jason Gomes, English; Dan Masood, Auto Careers; and Diane Palmisciano, teacher assistant who was offered a re-call position but declined. There are three long-

term substitute assignments this year: Mark LaRoche, for the first quarter in Science; Lee Murphy for the first quarter in English; Melissa Rowlings, for the entire year in Special Education. New hires:

- Bill Esser, teacher (re-call) in Building and Construction Trades
- Jared Farley, teacher in Special Education ( due to a resignation)
- Lisa Fratus, teacher in Special Education and highly qualified in English(due to a retirement)
- David Haskins, teacher in Auto Careers
- Amy Hitzemann, teacher in Hospitality Careers
- Holly Hunt, teacher in English
- Caitlyn McKenney, teacher in Resource Assignment Center
- Julie Nelson, teacher assistant
- Kathy Marshall, teacher assistant
- Ashley Musco, Student Services Coordinator

C. **Board of Trustees' Strategic Planning Retreat Update** – *Dr. James Segovis, Chair (See Supplemental Material: “William M. Davies, Jr. Career and Technical High School Strategic Planning Board Retreat 2010 Summary and Recommendations)*

Dr. Segovis, Mrs. Kyle, Mrs. Gailliard-Garrick met with the consultant immediately following the retreat along with some staff members to debrief. Due to the time challenges that we had, the consultant agreed to do a summary report for us.

Overall, Dr. Segovis thought it was very positive. The highlight of the day was Mr. Halkyard's presentation of the history and realized how much Davies has evolved since the board began. The group agreed to do some things that came out of the retreat. We will have to get a core group together to make sure it happens.

Mr. Beaupre thought it was great. He was really surprised because he didn't expect all that had come out of it. He thought the school was doing great but when he got there he heard everyone's great ideas. If some of them could be carried out, it would be great for the school.

Mr. Halkyard, with not having absorbed the entire summary, felt a lot was accomplished. One of the things that were mentioned a lot was “re-branding.” Driving up to the school this morning, the first thing he saw when turning onto Breakneck Hill Rd was a sign that still reads Davies Vocational. It is still there after all this time. Is there anyone that we can call to get that sign changed?

Mrs. Smith felt it was a very productive day. She admitted that she was not looking forward to it but was very pleasantly surprised. She enjoyed working with the diverse group; getting the opinions of others; and sharing all of our different points of view. She was re-energized by the day. She thanked Bryant for hosting it. It was a great location that lends to the feeling. She is really interested in continuing the discussion about career pathways. That is the way the state is going.

Mrs. Hebert had to leave the retreat early, but she thought the first part of the day went very well. Mr. Chartier thought it was a great experience and he hopes that we can now move forward and implement a lot of what came out of it. He has been invited to see the instructor in Carpentry right after this meeting and is excited to begin moving that

program forward. After speaking to Mr. Esser, it appears he has the energy to move it forward.

Mr. Halkyard added that the reason why we loved what we did that day is because it offered us the opportunity to think about things. When we get here at a board meeting, specific things are on the agenda. Maybe we can set aside the last 15 minutes at each meeting to discuss new ideas and think outside of the box.

Mrs. Kyle was very impressed in how rejuvenated and refreshed she felt by the end of the day. It is great to be visionaries, but now we have to look at how do we execute it. We need to develop some timelines.

The retreat reinvigorated the Director. She was glad to get the opportunity to share thoughts, ideas, and opinions to assist in moving this school forward through these very difficult economic times.

Dr. Segovis added that in education, we get too operational and that isn't the function of the board. The board should be policy driven and looking at the bigger picture and programming. Mrs. Gailliard-Garrick's job is to hire the right people to ensure it is operational. The thing that reinvigorated him was when the discussion was centered on the vision. He was excited about where everyone saw the direction of the school. There was a consensus on re-branding; the sense of where we need to be. Then there was the article on the front page of the paper. This is where we need to be heading; driving the picture of Davies in terms of the future successes of the school.

We will add strategic thinking on the last 15 minutes of the agenda but, we also need to start putting dates around these committees to get things done. He will speak with Mrs. Kyle and start calling and assigning people.

Next Steps:

- Trustees are to read the summary report,
- Come back to the next meeting to discuss what, when, and how,
- Add "Strategic Thinking" to the last 15 minutes of the agenda at every Board meeting,
- Share with staff to begin pulling them in.
  - Director will begin with the Department Coordinators,
- Mr. Ouellette needs to begin inviting the politicians
  - the key gubernatorial candidates
  - Senators and Representatives,
- Expect a status report at the December Board meeting.

D. **Selection of a meeting date for November and December** – *Dr. Segovis, Chair*

The Director has a huge scheduling conflict with holding the Board meetings on the second Thursdays of each month. She sits on the Workforce Partnership Board and the Youth Council sub-committee she was appointed to sit on meets that very same time. She was not aware of their meeting schedule until after a day was selected for the Davies Board meetings. She does not feel she should resign from this sub-committee for it was through this committee, Davies was awarded a grant to run a summer program; therefore, she asked the Board to change the day of the meetings.

Ms. Paquin will poll the Board for a new meeting day. Mrs. Smith suggested using Outlook, or some other system like it. It would make it a lot easier.

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

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

- 1) Parent Involvement Policy – *Fred Slemon, Supervisor of Diverse Learners*  
(See supplemental material: “Parent Involvement Policy 2010-2011” and “Executive Summary”).

The parent involvement policy is a federal requirement of Title 1 schools which involves meeting certain guidelines which includes having an approved policy that is reviewed, revised, and re-approved every year. The executive summary and the Parent Involvement Policy 2010-2011 are products of the last Parent Council meeting held on May 2010 made up of seven parents and four staff members. They the previous policy (2009-2010) and made some changes to it as listed in the executive summary.

- Remove “Home-School Compact” from the policy because it was felt it should not be a part of the policy plus it aligns to the 2010 change in the National Standards for Parent/Family Involvement programs.
- With the school’s new “AlertNow Voice Messaging System”, it was added to the section on Communication in order to describe the expansion of tools used by Davies to contact/notify the families of students.
- “Davies involves parents with the transition from high school to post secondary education and careers through the Work-based Learning Plan developed by the School-to-Career Office,” was recommended to be added to the “Parenting and Student Learning” section. The rationale for this was some of the parents of our freshmen and sophomore students were not aware of this service.

Dr. Segovis asked will adding this to the policy be sufficient or does something else need to be done. It is being addressed in other ways, but basically it is difficult in getting new parents into the school to get informed on the school’s requirements, plus there is so much information thrown at them all at once.

*Dr. Segovis asked for a motion to approve the revised 2010-2011 Parent Involvement Policy. Mrs. Smith made the motion to approve the revised policy; Mrs. Kyle seconded the motion; and all were in favor.*

- 2) Summer Program – *Bernard Blumenthal, Partnerships in Educ. Coordinator*  
This past summer, for six weeks, we were able to have a summer program of 85 new 9<sup>th</sup> graders that came from Central Falls and Pawtucket. Over the course of the six weeks, we engaged the students in three areas:

- 1) awareness of career and technical programs  
—Students went through a double-period, exploratory rotation in Graphics, Automotive, Culinary (divided into Culinary and Pastry Arts), Electronics, and Business Technology with a little bit of personal finance and budgeting.
- 2) a ramp-up program in English, Reading, and Mathematics
- 3) work-based employability skills training program.

They had an opportunity over the six weeks to acquire some knowledge and career awareness, and hopefully excited them to look at those possible career fields or at least understand that career and technical education is an important part of their future. They had an opportunity to ramp up their academic scores (they did improve their grade level from the beginning of the program to the end of the program) and to be more confident in their skill level when they go back to their schools. With the employability skills, they had a chance to come away with a resume and an understanding on how to fill out an application and to write a cover letter.

We had 85 students, but the original plan was to have students who were going to attend Davies but because of the federal guidelines, we were only able to qualify 13 of those students. The other students are going to Central Falls, Shea, or Tolman High School.

It was a wonderful program using some ARRA money that was allocated for dropout prevention.” 83 students successfully went through the program.

- 3) Opening of School/School Enrollment and Professional Development Day, Aug. 24<sup>th</sup> – V. Gailliard-Garrick, Director  
School opened on August 23<sup>rd</sup> and 24<sup>th</sup> for teachers only. They had their professional development day on the 24<sup>th</sup>. There were three sessions. One of them was on the intervention programs that were piloted last year and revised for this year based on staff/parent/student feedback. They were put into place as another opportunity to make these students successful and to change some behaviors. We can no longer suspend kids according to the revised BEP at the state level. If you continually suspend these kids, they miss a lot of days in school; they are not getting an education; and the dropout rate is high. They are saying we have to look at these kids differently and put some interventions in place to address it. These students also are required to prove proficiency in order to graduate like all other students. With the ARRA money/IDEA grant, we hired a new person, Ashley Musco, who has a background in Psychology but was hired to be the liaison with the teachers and with the students who go through the afternoon classes.

Relative to enrollment, we started off with 833 students and we are down to 803. The majority of the students that are leaving are returning to their sending districts; there is about 12 of those who failed their shop and don't want to repeat the grade which is our policy. Also, we have high expectations with a cap of a 70 and if they get a 69, they fail the course. So they can go to another school and pass with a 60. Cumberland changed their passing grade from a 65 to a 60. Davies will not accept that because you have to look at the bigger picture which is proficiency for the graduation requirements.

Mrs. Hebert asked what is the incentive to do well here at Davies if they know they can go back to their sending districts that have lower passing grades? We have a lot of parents here that believe in our delivery system. Out of 800 plus students, only 12 of them returned to their sending districts for this reason. That number is very good. The parents send their children here for a reason and that is because of the expectations and the academic preparation. We monitor them. The freshmen parents are thrilled that we do not have a police officer here. Some

schools have two or three officers. They were stunned to learn we don't have one. They also know we have a fine support system department with special education teachers and all the resource assignment centers. We do a lot that other schools do not offer.

Speaking for the board, Dr. Segovis feels the board is to make a stance on what is passing. We can't go down. As a part of re-branding and people wanting their kids to get a good education, the more we keep that message, than we will get better kids and better parents to come and support that goal.

4) Security System Update – V. Gailliard-Garrick, Director

We have part of our security system up and running. Cameras have been installed externally around the property. We are now looking at a plan to address an internal system with some Capital Asset money, another \$100,000, to strategic place more cameras in key areas of the building. We had a lot of damage last year, the restrooms in particular, and a lot of vehicular damage in the parking lots.

**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 9:02 a.m., Dr. Segovis asked for a motion to recess into Executive Session. Mr. Beaupre made the 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. Chartier second the motion; and all were in favor.*

**Return to Regular Session**

*At 9:20. Dr. Segovis asked for a motion to recess out of Execution Session. Mr. Beaupre made the motion to recess back into Regular Session; Mr. Chartier seconded the motion; and all were in favor.*

*Dr. Segovis asked for a motion to seal the minutes of the Executive Session; Mr. Halkyard made the motion to seal the minutes of the Executive Session; Mrs. Smith seconded the motion; and all were in favor.*

**Action Steps:**

—Dr. Segovis will work with Mrs. Kyle as to starting to look over staff with Mrs. Garrick, as well as board assignments for all of the committees.

—We will begin after the primaries to begin inviting politicians to the school with the help of Mr. Ouellette.

—We need a strategy and time this fall to find some new board members.

—Need to poll the board again for a new meeting day.

Mrs. Kyle took this time to thank everyone for their expressions of sympathy on the unexpected passing of her brother. She loved the plant. The support of your friends and loved ones is really what gets you through something like this. She thanked everyone from the bottom of her heart.

**IV. Adjournment:**

*At 9:25 a.m., Dr. Segovis asked for a motion to adjourn and all were in favor.*