

EAST PROVIDENCE SCHOOL DEPARTMENT

East Providence School Committee

East Providence City Hall Council Chamber

145 Taunton Avenue

East Providence, Rhode Island 02914

January 21, 2015

Mr. Tsonos, Chairman, called the meeting to order at 5:00 PM.

Members Present: Anthony Ferreira, Joel Monteiro and Charles Tsonos. Absent: Jessica Beauchaine and Nathan Cahoon. Also Present: Kim Mercer, Superintendent and Robert Silva, Esq.

The Pledge of Allegiance to the Flag and a Moment of Silence were observed.

Action Items

Kim Mercer recommended that the School Committee approve the Job Description, Posting of the Position of Facilities Director in order to plan interviewing for the position.

Mr. Ferreira asked who would be involved with making the final decision.

Kim Mercer – will put a team together and bring recommended

candidates to the School Committee.

Mr. Ferreira – this position is important; not too often do we get a chance to be in the forefront of getting the right person going forward; he would like three candidates to go on a tour to see what the job is; feel and see different things; make sure the right person gets the job.

Mr. Monteiro- minimum qualifications state: “Occasional nights and weekends” with Mr. Catelli, it was more than occasional; he recommended taking out the word “occasional” since it may be too limiting. Under heading of physical demands; lift up to 50 lbs. (use term assisted or unassisted) change to “50 lbs. unassisted.” He felt that potential applicants will need to know what they are looking at for salary.

Kim Mercer – based on the base salary of former Facilities Director.

Linda Dykeman – no salary range posted; give and take negotiating; interview panel; do not typically disclose salary in the advertisement.

Mr. Monteiro – School Committee making a decision to create and post; what do we anticipate as salary range; we do not know as a body; Mr. Luba letter supports this position in the budget.

Kim Mercer – salary will be around Ed’s salary base without the additional funding when he took on the schools.

Linda Dykeman – we have data and can put together what we think

the position is worth.

Mr. Monteiro – can School Committee approve what we will be offering as a range; he expects some oversight on what we are paying out on certain positions.

Mr. Silva – some salary range can come back to School Committee; low to high; he would ask the nature of compensation.

Mr. Monteiro – before offer is made to an applicant, we would have to decide a range; let interview panel know; School Committee, from a budgetary position, needs to know how much; we create a position and assign funds as we see fit.

Mr. Ferreira– agreed we have to be careful; he understands Human Resources has to be involved, but would be someone who does not know a dollar amount and has never gone on a walk-through of our buildings; does not want to waste time; i.e. \$80,000; should have been an analysis; qualified individual should have dollar amount to keep afloat; level 2-3-4; so much more than just maintaining; need to walk through buildings; person has to assign duties; how can we not have a dollar amount; in private sector we would not do that; he finds thousands of maintenance issues especially when in the schools at night; he thinks range should be \$100-110,000 to bring up to a decent level; he thinks start at \$90,000; need someone who can figure out problems; i.e. see the boiler rooms.

Mr. Tsonos – more comfortable with salary range.

Mr. Monteiro – School Committee duties include adding another line item to the budget; need to take a vote to add; filling one position that existed; does not want to be criticized for an open door; whether one

position or 20, at what point do we determine what goes in the line item.

Mr. Tsonos – asked Linda Dykeman to come up with the salary range.

Mr. Monteiro– we all agreed that we need the position.

Kim Mercer – could post (20 days) and accept applications; will have School Committee meeting and could agree on the salary at that time before we interview.

Mr. Monteiro– as long as it is before discussing the details with any applicant.

Mr. Tsonos – should as a School Department communicate with city officials through a letter identifying what we are doing so all are on same page; puts School Department on record where we are going and our understanding of what the situation is in order to go forward with all moving pieces involved.

Mr. Monteiro – other information will be brought to the School Committee with what other factors were used in determining the salary range.

Mr. Ferreira – would like to know the qualifications of the person we are hiring to maintain our buildings; this is a very important job and leadership is important to get everyone on board; he is concerned with the details.

Mr. Tsonos – there is a sense of urgency about hiring the right

person.

Kim Mercer – will make sure School Committee notified.

Motion by Mr. Ferreira to approve the posting, seconded by Mr. Monteiro. Vote 3-0.

Personnel Appointments

APPOINTMENTS

**Kenneth Foley-Location - Whiteknact (Night Shift) -Temporary
Location-Effective 01/21/2015**

**Augustino Linhares-Location – Francis (Night Shift)-Temporary
Location-Effective 01/21/2015**

**Discussion: Two custodians currently working 180 days;
Superintendent put two positions in the budget; these are 3rd and 4th
on the list; we already hired two; results of interviews.**

**Kim Mercer – currently 180 day employees; now can work year round
including summer; they are full time employees now.**

**Mr. Ferreira– will support this but how does this build staff during the
school year if they already worked 180 days. Kim Mercer– it does
not.**

**Mr. Monteiro – more bodies year round actively working in buildings
during off time season**

**Mr. Ferreira – summer is ten weeks; how long before these guys bring
up to full time; when do they take vacations.**

Kim Mercer – two weeks in summer.

Mr. Monteiro – school vacation weeks also.

Mr. Ferreira – building staff should be increasing hours; guy still working 180 days; we are going to have to look at more staff during 180 days; we need a more efficient cleaning job than 180 days a year. At the high school at night, one man has 22 classrooms to clean; if guys stressed to max how does that help with same eight hours/day; buildings get old; his hope to put someone on with a shop vacuum to clean unit heaters and ducts; take radiators apart; maintenance crew comes in; when do we get to that level; he wants the new person to deal with that; we all know how we got here; now how do we fix the problem.

Mr. Monteiro – with consolidation, he asked Ed to document where we are lacking resources; he did not think he had the time; he relates that to poor communication of expectations; need maintenance plans for each building, which can improve efficiency; get us the information where gaps are; not just throw in a body; new person needs to understand that coming in.

Mr. Ferreira– repercussions of saying something; look at some of custodians; four years looking at heaters; four years no job descriptions; they need someone to show them how to lift tops up; need shop vac; either the person does not know how to do it or does not have tools to do it. Paying a person to do a job he does not know what the job is; how did this happen and go on so long; eight years – “not my job.”

Mr. Tsonos– create a plan/follow through; we have no standard operating procedure, no scheduled maintenance; need responsibilities by name and school and have to make people responsible for carrying out the plan.

Mr. Monteiro – there is no documentation on daily tasks and no follow up; he did not ever see completed reports from more than two weeks; problem is follow through.

Mr. Ferreira – need a plan to follow; we have to create a slate for us to agree on; sit down with new person to make a plan.

Mr. Tsonos – need the new person to help us make the plan.

Mr. Monteiro– will have to make a plan to know what resources we need.

Motion by Mr. Monteiro to approve, seconded by Mr. Ferreira Vote 3-0.

Payment of Bill(s) – Linda Dykeman, Deputy Finance Director presented:

Iron Construction – Payment of \$80,000; leaves a balance of \$54,124.24 this was conveyed through SMMA; good faith; Irons will be coming during February vacation to install panels in the high school auditorium.

Mr. Ferreira – if we pay Irons, is he on board to do the panels.

Linda Dykeman – scheduled to do the work; conversations between Steve and Charlie (project manager).

Mr. Ferreira said he was at a meeting at the high school; Steve said he was not coming back until he got the whole \$100,000; will he come back; he has a problem with conversations.

Mr. Tsonos – conversation with Ben from SMMA; he had discussion with them that he would do the work.

Mr. Monteiro – what equipment is needed to do the work? If job requires equipment put there, will give you a check when equipment is there; will February become June or July?

Mr. Ferreira – 99% all screw gun applied; believes Steve will walk; is someone speaking for him; he has issues with that; he will vote to pay him; does not want to lose that week; then we are looking at summer; they were all set last summer, then Christmas, then summer; never got to see that three or four items had been taken care of –important to High School.

Kim Mercer - please call Steve personally to find out if he will be there; pay the \$80,000.

Motion to approve the payment by Mr. Monteiro, seconded by Mr. Ferreira. Vote 3-0.

Farrar invoices for October, November, and December; contract from several years ago;

Mr. Monteiro – payments were spread out over time

Mr. Ferreira – were they involved with Hennessey roof; what's left

Linda Dykeman – \$24,000 remaining to pay after this

Mr. Ferreira – motion to pay three months, will hold last two for the roof; \$1.3 million for the roof; situation there from day one; previous facilities manager looked at 9 times; diverters etc.; he will look at in his own way – not paying for two months.

Linda Dykeman – on board so many years.

Motion by Mr. Monteiro to approve, seconded by Mr. Ferreira. Vote 3-0. Notify them about \$20,000; he can get 3-4 people on roof who can come up with some ideas.

Mr. Monteiro – get them to the Facilities meeting; send a letter; do not ask Linda Dykeman for money until they show up to answer questions.

Mr. Tsonos – Vote 3-0; all aye; will follow through.

Mr. Ferreira– three years; what are we doing with Farrar; now we are dealing with people who can schedule day by day and track; we are now on track; going forward, he would like to have old items done by the end of February and then focus forward.

Facilities Committee meeting on February 2, 2015.

Mr. Monteiro – how can we change things at the tail end of a project?

Mr. Ferreira – tracks low bid and we never add the extra cost of work

done by our own staff; Now with Whiteknact roof, doors with Burman, will go down the right path.

Mr. Monteiro– as we go through the hiring process; it is the School Committee’s job to approve the process and method of hiring; wants to see qualifications of at least top two; at next meeting if we could have Donna come in; what legally we can see; change the policy for the district; see top two, not by name; will have clear conscience; HR restrictions regarding names; should be something so we are more comfortable with it.

Mr. Silva – most efficient and practical way; each School Committee member should see the Superintendent; it is not discussion for executive session.

Mr. Monteiro – approach he took all along; process with Elmer Pina; he has more freedom during the day (Nate not so much); wants to see qualifications.

Mr. Silva – HR reviews before coming to us; when sent out to School Committee, that is where transparency out; cannot be done in executive session, only in open session.

Mr. Monteiro – the question is that the recommendation is put before us and we are told the individual is qualified, but cannot see it.

Mr. Silva - will take a look at a safe haven; School Committee hired

the Superintendent; group works for her; follows administrative process; ends back to School Committee by the Superintendent; done publicly. School Committee would get a recommendation and would like to see we how got there.

Mr. Monteiro – get an official opinion on it.

Mr. Silva – will give some guidance on it.

Motion to adjourn by Mr. Monteiro, seconded by Mr. Ferreira. Vote 3-0.

Respectfully Submitted,

Patricia A. Iannelli, Administrative Assistant

Nathan Cahoon, Clerk of the Committee