

EAST PROVIDENCE SCHOOL DEPARTMENT

East Providence School Committee

East Providence City Hall - Council Chamber

145 Taunton Avenue

East Providence, Rhode Island 02914

February 9, 2016

Open Session

Mr. Tsonos called the meeting to order at 7:30 PM. Members present:

Jessica Beauchaine, Nathan Cahoon, Anthony Ferreira, Joel Monteiro, Charles Tsonos. Also present: Kathryn Crowley, Superintendent of Schools; Assistant Superintendents: Dr. Celeste Bowler and Dr. Sandra Forand.

Robert M. Silva, Esq. and Andrew Thomas, Esq.

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

Motion to Set a Curfew for School Committee Meeting - none

**Presentation by East Bay Educational Collaborative – PD Offerings –
Tabled until March meeting**

Report on Facilities Sub-Committee Meeting - None

Student/Staff Recognition-Whiteknact School Presentation – Dr. Nadine Lima, Principal - Tabled

Student Liaison Report – William Vanner – Tabled

PTO/PTA Reports - None

Public Comment I – Agenda Items - None

Superintendent's Report

Informational Report on Middle and High Schools - Dr. Sandra Forand, Assistant Superintendent, provided an update on secondary schools: focusing on scheduling and high school Program of Studies; new electives and choices for students; four teachers will be participating in advanced placement training; students who need more support math; credit recovery earlier in Grade 9 and 10 to recover each quarter instead of at the end of the year; student assistant counselors full time; Career/Technical School opened application process through March 28th; creating an accelerated learning program to present at next meeting; credit recovery at Middle Schools; assessment committee for the district to review assessments K to 12; may be removing some of the assessments.

Ms. Beauchaine –very happy with the Program of Studies; in her opinion, this is exactly the direction we should be going in.

Kathryn Crowley gave credit to the high school; put together with help of Ms. Wallace, Principal; did great job with putting new courses in; Superintendent met with student council last week; test-outs in other districts; students will have different learning styles and we are moving in that direction; with help of the Principal, department chairs, and teachers; two new programs: CTC will offer health occupations and horticultural skills, and landscaping in two new programs; will open enrollment; Director Karen Mellen and Sandra Forand are on the committee.

Mr. Monteiro – commented on empowerment and how this administration opened doors in the district making everyone comfortable in doing so; thanks to Superintendent Crowley and her team for engaging people in our buildings who want to be involved.

Informational Report on Elementary and Pre-K Schools - Dr. Celeste Bowler said that she has been here only one month and six days; her first priority was to visit every school and the teachers; on second visits, she would like to spend time in classrooms making herself available to teachers, which will give her a sense of what instruction looks like; she has met with Principals in and out of schools; having discussions as collegial support group; summer programs good for parents and kids; talked about ELL programs, Reading and Math Support programs and others that Principals think would be good for

our students.

Dr. Bowler also working with report card committee which will meet again this month; more work to be done on what the report card should look like going forward. Also reported on possible Early Childhood Grant for general education classes for preschool; if awarded, several classrooms would bring four-year olds and up into our schools; this is a competitive grant offered by RIDE; she and other administrators have been out to schools looking at rooms to figure out space parameters inside and out; this is an exciting opportunity; site visits will be made again next week to identify rooms and we will then write the grant.

Kathryn Crowley – East Providence targeted for \$195,000 year; minimum class size 18; registration with RIDE through a lottery; transportation on own, no cost to the district.

School Calendar 2016-2017 – unanimous approval; will bring to union memberships; a Memorandum of Agreement is needed to start school before Labor Day; this year we have primary day and election days to include in the calendar; February and April vacation days will stay in; June 16th slated for last day. The calendar will appear on the School Committee agenda in March for passage vote.

Director of Pupil Personnel, Julian McDonnell, updated the School Committee; excited to be in East Providence and looking at how we can improve services; has been out to the schools, visited

classrooms; students are happy and engaged in high quality instruction; he has been working hard to make it even better. Full inclusion schools, staff working together; Bradley students doing well; tremendous success with some children moving up to secondary level; CRP has a lot of money for special education programs; students with IEP's graduating from the high school; he has been working on corrective plan with Superintendent Crowley and administrators; meeting with staff at the high school on the restrictiveness of curriculum; students not getting the support they received in elementary; looking at students in the middle school; trying to be creative with funds to help kids with skill remediation; bringing in an expert to assist; looking at data; meeting with building principals about transitions next year; meeting the needs in programming, inclusion, extended school year; teachers working on it now; may be some scheduling problems; looking at CTC programs also.

Finance Report – Linda Dykeman has presented a new format for the budget reporting document to the School Committee; the Superintendent has requested a lot more detail, especially by object; pertinent notes are shown at the bottom; no vote necessary for this report.

Action Items

Reorganization of Finance Department – Kathryn Crowley

recommended the hiring of Linda Dykeman for the School Department work only; reorganization for following reasons: comprehensive finance report; zero based budget process; general budget in schools based on need; Linda will be doing that and will provide a much more extensive budget including personnel and salaries.

Discussion:

Mr. Monteiro noted that Linda Dykeman is the only person in the city who has any working knowledge of the budget and that this reorganization represents a savings of \$142,000 to the School Department; as a taxpayer resident it is important to him that finance information be clear to the public; this change benefits the school department by allowing it to operate more efficiently. (It was noted that not many other school districts share a Budget Director).

Kathryn Crowley explained that Linda would also be in charge of purchasing and RFP work which is extensive and participating in meetings as an integral part of the School Department central office team; she is as important as the two Assistant Superintendents, it would be proper and more efficient to move her office to the third floor.

Motion by Mr. Monteiro to accept the Superintendent's request to reorganize the Finance Department by renaming Linda Dykeman's position as Deputy Finance Director to the position of Director of

Finance for the School Department, seconded by Mr. Cahoon. Vote 5-0.

School Calendar 2016-17 – First Reading – Mr. Cahoon noted that since PARCC testing takes up a big part of school days; do we know about a schedule yet to be considered as part of planning the school calendar.

Kathryn Crowley –the commissioner would like to come to East Providence to talk with teachers, administrators and principals in a smaller venue; a meeting has been scheduled on 3/8/16 at 3:30PM (Location TBD); School Committee will be invited and unions will be represented at that meeting.

Mr. Tsonos – another state-wide meeting on March 12th regarding school empowerment.

Mr. Cahoon – if anyone has questions for RIDE Director, please send them to School Committee members.

Motion by Mr. Cahoon for first approve passage of the school calendar (pending union approval), seconded by Ms. Beauchaine. Vote 5-0.

Home School Request – Motion by Mr. Cahoon to approve, seconded by Mr. Monteiro. Vote 5-0.

Personnel Report on Resignation/Leaves of Absence/Retirement and Appointments/Layoffs/Non-Renewals/Terminations:

Superintendent's Recommendations presented by Cheryl Sylvia,

Director of Human Resources:

Appointments

William Cilli-Auto Collision Repair-Teacher-CTC-Effective 02/22/2016

**Christie Hammons-Newspaper Advisor-MMS-Effective 2015/2016
School Year**

**Michelle Chamberlin/Dena Francescon-Continuation of Job
Share-KH-Effective 2016/2017 School Year**

Linda Waugh-Teacher Assistant-1:1 Whiteknact-Effective 02/10/2016

**Sara McEntee-From Supervisory Assistant to Teacher Assistant-1:1
Waddington-Effective 02/10/2**

**Wesley Johnson-Math Numeracy-Martin Middle School-Effective
2/25/16**

2015/2016 Spring Coaches-EPHS

Robert Rodericks-Baseball

Chris Kennedy-Asst, Baseball

William McEney-Golf

Angelo Pizzi-Boys LaCrosse

Stacy Delos-Girls Lacrosse

Robert Lyons-Boys Outdoor Track

Michael Almeida-Assistant Boys Outdoor Track

Andrew Merdinyan-Girls Outdoor Track

Debbie Bellamy -Assistant Outdoor Track

Rob Traverse-Softball

Amanda Shattuck-Assistant Softball

Paul Amaral-Tennis

Keith Martinous-Volleyball

Dan Cabral-Assistant Volleyball

2015/2016 Spring Coaches- MMS

Glen Salgueiro-Baseball

Shane Messier-Softball

AJ Lascola-Boys Track

Brian Vierra-Unified Basketball

2015/2016 Spring Coaches-RMS

Robert Hanlon-Baseball

Katie Kenahan-Softball

Patti Piros-Girls Track

Timothy Conley-Unified Basketball (Pending Certificate)

RESIGNATIONS

**Gary Manchester-Automotive Collision Instructor-CTC-Effective
01/23/16**

Jillian Sevigny-Numeracy Coach-MMS-Effective 01/30/16

**Tricia Chapman-Girls Track Coach-MMS-Effective 2015/2016 School
Year**

**Rosemary Stein-Elementary Teacher-LOA-Effective End of 2015/2016
School Year**

**Anne Marie Scott-Elementary Teacher-LOA-Effective End of
2015/2016 School Year**

Christine Vuolo-Fecteau-School Nurse-LOA-Effective End of

2015/2016 School Year

Kristine Ricci-Business Teacher-LOA-Effective End of 2015/2016 School Year

Julie Zeng-Music Teacher-LOA-Effective End of 2015/2016 School Year

Robert Zeng-Music Teacher-LOA-Effective End of 2015/2016 School Year

RETIREMENTS

Frank DeVall-Assistant Principal-EPHS-Effective 07/18/2016

John Gendron-Physical Education Teacher-EPHS-Effective end of 2015/2016 School Year

Christine Partington-Teacher Assistant-RMS- Effective end of 2015/2016 School Year

Kathleen Carrigan-District Nurse Coordinator-Effective end of 2015/2016 School Year

RESCINDED APPOINTMENT

Gary Faragalli-Unified Basketball Coach-MMS-Effective 01/14/16

LEAVE OF ABSENCE

Karin Patton (yr. 2) - Elementary Teacher-LOA-Effective 2016/2017 School Year

Natasha Axelson-Literacy Coach-Elementary-LOA-Effective 2016/2017 School Year

Lori Ann Dunn (yr. 2)-Reading Specialist-MMS-LOA-Effective

2016/2017 School Year

Elisy Blanco-Mercado (yr. 2)-School Social Worker-LOA-Effective

2016/2017 School Year

Tara Grabowski (yr. 2)-School Psychologist-LOA-Effective 2016/2017

School Year

PARENTAL LEAVE

Lindsay Ferris-Grade 4 Teacher-Whiteknact-Effective 02/04/2016-End of School Year

LAYOFFS (11) DUE TO PERFORMANCE-EFFECTIVE END OF 2015/2016 SCHOOL YEAR

TERMINATION

Courtney Mendence-Teacher Assistant-Martin Middle School-Effective 02/10/2016

Motion to approve by Mr. Monteiro (all of the above listed), seconded by Mr. Ferreira. Vote 5-0.

Approval of Employment Contract for Assistant Director of Pupil Personnel – Motion by Mr. Cahoon to approve a one year contract through fiscal year 10/31/16, seconded by Mr. Monteiro. Vote 4-1. Ms. Beauchaine voted nay.

Approval of School Committee Minutes for meetings held on 1/5/16

and 1/12/16 – Motion by Mr. Cahoon to table, seconded by Mr. Ferreira. Vote 5-0

Requisitions – Bill List:

Warrant #

1587 1/22/16 \$ 51,161.30

1588 2/1/16 \$ 817,537.03

1592 2/4/16 \$ 792.12

1594 2/5/16 \$1,509,224.38

1595 2/5/16 \$ 147,423.17

1596 2/9/16 \$ 585.00

Motion by Mr. Cahoon to approve, seconded by Mr. Monteiro. Vote 5-0.

Warrants Previously Approved 1/12/15 – for signature

1585 1/15/16 \$ 65,770.94

1593 2/5/16 \$ 4,396.97

Construction Payment Request \$ 70,167.91

Construction Payment Request: Total \$220,782.03:

SMMA Invoice #44191-44192

E.W. Burman Invoice #9

Discussion: Linda Dykeman had a discussion with Ben from SMMA; doors will be replaced by the manufacturer, labor provided by

Burman.

Discussion: Mr. Monteiro asked if we have anything in writing about the doors.

Mr. Ferreira – \$1 million door project; before any doors come off, we need to have this in writing; if not, he will not vote; cited issues with Hennessey roof project; spent \$1 million and it was a disaster and no one knows anything; this should be discussed here.

Mr. Feola - million dollar door project; doors put up, inspected some and approved them; problem on the second batch: when heat hit the door, it was buckling; manufacturer sent rep out from the factory; we received a letter that this was a defect and that the doors would be replaced at no charge; doors all remade and now at Columbus Door; we had a contract with Burman, but the manufacturer would like their contractor to do the installation; letter #1 – manufacturer agreed to replace the doors, they are here and painted #2. Paying for installation plus any costs (i.e. custodial overtime and replacement of swipes on the doors); all at no cost to the School Department. #3 Warranty on doors from Burman to their company in Woonsocket; he has all of those letter and wanted to talk about this at the Facilities Subcommittee meeting.

Mr. Ferreira would like all School Committee members to receive copies of those letters.

Mr. Feola – Burman will be responsible for any doors; responsibility for warranty period to them

Ms. Beauchaine – have they extended the warranty

Mr. Feola – working on it

Mr. Ferreira – would like to know the difference in cost; he has not seen the doors of the outside company; they cannot legally say they can use their contractor; the School Committee has the right to say they want to continue to use the installer we had and pay the difference.

Mr. Feola – calling it a warranty problem; he has been saying no cost; will call them tomorrow for information to have ready for Facilities Sub-Committee meeting.

In response to Ms. Beauchaine's question about how many doors involved; Mr. Feola stated there are 60 doors and the manufacturer has an idea of what happened; took time to install; may be in our best interest to do this work in April rather than in the winter or we can push back if will of School Committee.

Mr. Ferreira – have to stay focused on this; all final details should be clarified before we start any doors.

Mr. Feola - Burman requesting if we are going to another company, we need to draw a place as to where it ends and how much we owe them.

Mr. Ferreira – this would be right up there with the Whiteknact roof; hiring another company in; they leave now for outside company to come in; takes vision and leg work on scheduling this in order for it to end in a positive way.

Motion by Mr. Cahoon to commence in executive session for purposes of discussing: Personnel – R.I. Gen. Laws §42-46-5(a) (1) Job Performance; seconded by Mr. Ferreira. Vote 5-0.

Return to Public Session – Motion by Mr. Cahoon to seal the minutes of the executive session, seconded by Mr. Monteiro. Vote 5-0.

Report Executive Session Votes – None

Motion by Mr. Cahoon to revisit Item #4, Personnel Report on Resignation/Leaves of Absence/Retirement under Action Items, seconded by Mr. Monteiro. Vote 5-0.

Recommendation by Kathryn Crowley, Superintendent of Schools for non-renewal of an administrator's contract due to the fact that she can get a better qualified candidate for the position. Motion by Mr. Cahoon to approve, seconded by Mr. Ferreira. Vote 5-0.

Kathryn Crowley – recommended that the School Committee approve all layoffs as listed and one termination; Motion by Mr. Cahoon to approve layoffs and one termination, seconded by Mr. Monteiro. Vote 4-1. Jessica Beauchaine voted nay.

Motion by Mr. Cahoon to approve appointments read by Cheryl Sylvia, Human Resources Director, seconded by Mr. Monteiro. Vote 5-0.

Return to Requisitions and Bill Lists

E.W. Burman invoices; Mr. Monteiro asked to defer until warranty issue delivered.

Mr. Cahoon – we should make requisition payment, manufacturer acknowledged defects; does not see anything wrong with the request to be paid. Mr. Ferreira agreed; motion to approve payment, seconded by Mr. Cahoon. Vote 5-0.

Mr. Monteiro – standard manufacturer warranty; they want control/right to determine who fixes doors.

Linda Dykeman– typically they have the right to remedy any problems.

Mr. Monteiro – not aware of manufacturer dictating the use of their own installer; if we are confident with our installer that should be our argument.

Duarte Corporation – two invoices – 2 AIA documents; no issues. Motion by Mr. Cahoon to approve Invoice 6 and 7 for Duarte Corporation for work at Riverside Middle School, seconded by Mr. Monteiro. Vote 5-0.

SMMA – 2 invoices 44191 and 44192; Mr. Cahoon stated that the rates do not add up; numbers are off. On #41192, there are a number of individual rates: who are they and what do they get paid; we do not have a contract with them to go back to; when we get a contract in

and look at rates, he wanted to understand rate components, does not have sense of where costs were going and what may be tucked into the rates; motion by Mr. Cahoon to defer payment for an answer as to what we are paying for, seconded by Ms. Beauchaine. Vote 5-0.

Awarding of Bid for Design Services and Construction Administration for the Hennessey School Fire Alarm System and Emergency Lighting – Linda Dykeman distributed handout and recommended the award to Jensen Hughes for the reasons listed on right side of the handout; Jensen scored high with excellent proposal broken down with specifics. Motion by Mr. Cahoon to approve the recommendation of Linda Dykeman to award the bid to Jensen Hughes, seconded by Mr. Monteiro. Vote 5-0.

Amendment of Policy II.C.1 Purchasing and Bidding – First Passage – Linda Dykeman requested a revision to the current policy in order to bring current, the levels of restrictions for having to go out for RFP (Request for Proposals; something for finance to point to in order to get everyone on board.

Discussion: Mr. Cahoon – somewhat familiar with purchasing requirements; asked if we have good line up with that

Linda – had discussion on administrative level about policies; need to get the word out to everyone about department policies.

Motion by Mr. Cahoon to approve first passage of amended Policy II.C.1, seconded by Ms. Beauchaine. Vote 5-0.

In response to Ms. Beauchaine's question regarding a response to our request to the city about the bond money reimbursement, Linda Dykeman responded that she had not received any information from the city.

Approval of Posting for Assistant Facilities Director – Kathryn Crowley requested permission to post this position; Ms. Beauchaine requested a job description first. Kathryn Crowley responded that the position is subjective to the direction of the Facilities Director.

Mr. Monteiro requested that the job description be included in the packet to review up front; motion to defer this item until the March meeting, seconded by Ms. Beauchaine. Vote 5-0.

Public Comment II – Non Agenda Items - None

Announcements

Mr. Cahoon congratulated all of the retirees, especially Mr. Frank DeVall, who was his coach and principal.

Kathryn Crowley – would like to redo agenda format in order to use a consent agenda; will provide a template to show to the School Committee members. Mr. Cahoon noted that the School Committee By-laws spell out the agenda format.

Mr. Cahoon – Facilities Subcommittee meeting on Thursday, February 11, 2015 at 5:30PM.

Mr. Tsonos– two School Committee meetings a month, if we do not need that, can cancel down the line; revisit a second meeting.

Motion by Mr. Cahoon to adjourn, seconded by Mr. Monteiro and Ms. Beauchaine. Vote 5-0. 10:28PM

Respectfully submitted,

Patricia A. Iannelli, Administrative Assistant

Nathan Cahoon, Clerk of the Committee