MINUTES
WEST WARWICK SCHOOL COMMITTEE MEETING
OCTOBER 11, 2023
WEST WARWICK HIGH SCHOOL LIBRARY/MEDIA CENTER
1 WEBSTER KNIGHT DRIVE
WEST WARWICK, RI 02893
6:00 P.M.

This meeting was called to order by Luis Colon, Chairperson.

Members Present:	Luis Colon, Chairperson Rene Coutu, Vice-Chairperson Susan St. Amand, Clerk Joseph DiMartino
Member Absent:	Angela Coburn
School Committee Attorney Present:	Aubrey Lombardo
Administrators Present:	Karen Tarasevich, Superintendent of Schools Leah Bessette, Principal, Wakefield Hills Elementary School Greg Gonsalves, Director of Human Resources Christopher Mann, Director of Facilities & Transportation James Monti, Director of Educational Reform, Compliance and Technology Jessica Perry, Director of Special Education Services Keith Remillard, Director of Elementary Schools and Federal Funding Joseph Spagna, Director of Financial Operations Michael Whaley, Assistant Superintendent Kathleen Winslow, Assistant Principal, Wakefield Hills Elementary School
Recording Secretary:	Michelle Colozzo

1. Open Session

<u>Open Session</u>

Mr. Colon opened the meeting at 6:00 P.M.

2. Roll Call

Roll Call

The following members were present: Mr. Colon, Mr. Coutu, Mr. DiMartino, and Mrs. St. Amand. Mrs. Coburn was absent.

3. Motion to go into Executive Session

Motion to Go Into Executive Session according to RI General Laws 42-46-4 and 42-46-5, Subsection (a),

a) Discussion: Administrative Contracts: RIGL 42-46-5(a)(1)

1) Assistant Director of Student Support Services
2) Assistant Director of Facilities

b) Discussion: Review of Crisis Response Plan RIGL 42-46-5(a)(3)

MOTION

MOTION MADE BY RENE COUTU THAT THE SCHOOL COMMITTEE GO INTO EXECUTIVE SESSION ACCORDING TO RI GENERAL LAWS 42-46-4 AND 42-46-5, SUBSECTION (a)

a) Discussion: Administrative Contracts: RIGL 42-46-5(a)(1)

1) Assistant Director of Student Support Services
2) Assistant Director of Facilities

b) Discussion: Review of Crisis Response Plan RIGL 42-46-5(a)(3)

Motion seconded by Susan St. Amand. The following members voted in the affirmative: Joseph DiMartino, Susan St. Amand, Rene Coutu, and Luis Colon. Motion passed 4 to 0.

4. Motion to Close Executive Session

Motion to Close Executive Session

5. Open Session – 6:30 P.M.

Open Session – 6:30 P.M.

Mr. Colon opened this portion of the meeting at 6:31 P.M.

6. Roll Call

Roll Call

The following members were present: Mr. Colon, Mr. Coutu, Mrs. St. Amand, and Mr. DiMartino. Mrs. Coburn was absent.

7. Reading of Mission Statement

Reading of Mission Statement

Mr. DiMartino read the Mission Statement of the West Warwick Public Schools:

The West Warwick Public Schools, in partnership with the entire community, is dedicated to providing all learners with access and opportunity to a challenging comprehensive education while developing 21st Century Skills in a safe, personalized learning environment.

8. Pledge of Allegiance

Pledge of Allegiance

Mr. Coutu led the Pledge of Allegiance.

9. Motion to Seal Executive Session Minutes

MOTION

Motion to Seal Executive Session Minutes

MOTION MADE BY JOSEPH DIMARTINO THAT THE SCHOOL COMMITTEE SEAL THE EXECUTIVE SESSION MINUTES. Motion seconded by Susan St. Amand. The following members voted in the affirmative: Rene Coutu, Susan St. Amand, Joseph DiMartino, and Luis Colon. Motion passed 4 to 0.

10. Student Representative

Student Representative

None.

11. Chairperson's Report

Chairperson's Report

None.

12. Superintendent's Report

Superintendent's Report:

a) SIT Survey

b) WWPS Logo Survey

Mrs. Tarasevich spoke about two surveys that we have sent out. One was around the School Improvement Teams, soliciting input from the community, businesses, parents and students The other one, we have been working with our public relations firm around our image for the district. The logo we have now is actually the town's logo; and we are thinking about maybe designing a school department logo incorporating the individuality of all of the different schools–we don't want to take away from the schools such as the Timber Wolves at Wakefield Hills. We sent out a survey to find out what the thoughts of the district and town are–we are in the very early stages with that.

Mrs. Tarasevich said a little later on, we will have presentations on ELA and the SIT process.

13. Discussion/Approval: Consent Agenda

Discussion/Approval: Consent Agenda

a) Open Session Minutes: September 13, 2023

b) Executive Session Minutes: September 13, 2023

c) Payment of Bills: $2,524,145.20

d) Home Instruction Plans

e) Acceptance of Resignations:

1) Co-Yearbook Advisor - John F. Deering Middle School - Effective 9/29/23

2) S.M.I.L.E. Coordinator - John F. Deering Middle School - Effective 9/20/23

3) Girls Softball Coach - John F. Deering Middle School - Effective 9/27/23

MOTION

MOTION MADE BY SUSAN ST. AMAND THAT THE SCHOOL COMMITTEE APPROVE THE CONSENT AGENDA ITEMS a-e (1-3). Motion seconded by Joseph DiMartino. The following members voted in the affirmative: Rene Coutu, Susan St. Amand, Joseph DiMartino, and Luis Colon. Motion passed 4 to 0.

14. Financial Update

Financial Update

a) Monthly Financial Report for Period 9/1/23 through 9/30/23

Mr. Spagna reported that as of September 30th, we have utilized 13.5% of the FY24 Adopted Budget; there is nothing unusual to list as of now.

b) Voucher Detail Listings

The voucher detail listing totaling $2,524,145.20 was just approved in the consent agenda.

c) School Lunch Deficit

The negative balance as of October 2nd is $16,788.29 This is an increase of 18% when compared to the balance on October 5, 2022. We have received 994 directly certified notices for free meals, 205 electronic applications, and 509 paper applications for a total of 714 applications.
Mr. Spagna said we are seeing improvement but we still have that deficit. He said he included information in his report about the Community Eligibility Program; it is good news, but there are calculations to be done to determine our eligibility. Mr. Spagna said hopefully he will be able to come back in a month and say that we qualify.

15. Discussion/Approval: Budget Journal Request

Discussion/Approval: Budget Journal Request

Mrs. Tarasevich recommended that there be a discussion/approval of the budget journal request from Mr. Joseph Spagna.

MOTION

MOTION MADE BY SUSAN ST. AMAND THAT THE SCHOOL COMMITTEE APPROVE THE BUDGET JOURNAL REQUEST. Motion seconded by Joseph DiMartino. The following members voted in the affirmative: Rene Coutu, Joseph DiMartino, Susan St. Amand, and Luis Colon. Motion passed 4 to 0.

16. Discussion/Approval: Crisis Response Plan

Discussion/Approval: Crisis Response Plan

Mrs. Tarasevich recommended that there be a discussion/approval of the crisis response plan presented by Mr. Mann in Executive Session.

MOTION

MOTION MADE BY JOSEPH DIMARTINO THAT THE SCHOOL COMMITTEE APPROVE THE CRISIS RESPONSE PLAN. Motion seconded by Rene Coutu. The following members voted in the affirmative: Susan St. Amand, Rene Coutu, Joseph DiMartino, and Luis Colon. Motion passed 4 to 0.

Mrs. Tarasevich said she wanted to give a shout out to Chris Mann–he has done a great job; it is not an easy thing to do–there are a lot of pieces– and he has made sure he is up to date on everything.

17. Presentation: West Warwick School Improvement Teams

Presentation: West Warwick School Improvement Teams

Mrs. Tarasevich gave a presentation on West Warwick school improvement teams covering the following:

- What is a School Improvement Team (SIT)?
- Duties of a SIT
- Collaboration Between SIT and School Administration
- SIT Membership
- Division of Duties
- What is SIT's role re: a change in program?
- SIT in Practice

- Meeting Frequency
- Meeting Agendas
- Communications

18. Presentation: ELA Data

Presentation: ELA Data

Mr. Monti gave a presentation on ELA data covering the following:

- Our K-5 ELA Journey
- Multi-Year Project
- High Quality Curriculum Materials
- Professional Learning Associated with English Language Arts
- CKLA Curriculum - Tier 1 HQIM
- CKLA Curriculum - Tiers 2 & 3 - Walk to Intervention
- ELA Data 2021-2024
- Next Steps

19. Discussion/Approval: First Reading: School Improvement Team Policy

Discussion/Approval: First Reading: School Improvement Team Policy

Mrs. Tarasevich recommended that there be a discussion/approval of the first reading of the School Improvement Team policy.

MOTION

MOTION MADE BY JOSEPH DIMARTINO THAT THE SCHOOL COMMITTEE APPROVE THE FIRST READING OF THE SCHOOL IMPROVEMENT TEAM POLICY. Motion seconded by Susan St. Amand. The following members voted in the affirmative: Rene Coutu, Susan St. Amand, Joseph DiMartino, and Luis Colon. Motion passed 4 to 0.

20. Approval: Maternity Leave Requests

Approval: Maternity Leave Requests:

a) Science Teacher - West Warwick High School

Mrs. Tarasevich recommended that the school committee approve the maternity leave request of a Science teacher at West Warwick High School.

MOTION

MOTION MADE BY SUSAN ST. AMAND THAT THE SCHOOL COMMITTEE APPROVE THE MATERNITY LEAVE REQUEST OF A SCIENCE TEACHER AT WEST WARWICK HIGH SCHOOL. Motion seconded by Rene Coutu. The following members voted in the affirmative: Joseph DiMartino, Rene Coutu, Susan St. Amand, and Luis Colon. Motion passed 4 to 0.

b) Teacher Assistant - John F. Deering Middle School

Mrs. Tarasevich recommended that the school committee approve the maternity leave request of a teacher assistant at John F. Horgan Elementary School.

MOTION

MOTION MADE BY SUSAN ST. AMAND THAT THE SCHOOL COMMITTEE APPROVE THE MATERNITY LEAVE REQUEST OF A TEACHER ASSISTANT AT JOHN F. HORGAN ELEMENTARY SCHOOL. Motion seconded by Joseph DiMartino. The following members voted in the affirmative: Rene Coutu, Joseph DiMartino, Susan St. Amand, and Luis Colon. Motion passed 4 to 0.

21. Acceptance of Resignations for the Purpose of Retirement

Acceptance of Resignations for the Purpose of Retirement

a) Maintenance/Custodian Supervisor - Property Services Department - Effective 12/31/23

Mrs. Tarasevich recommended that the school committee accept the resignation for the purpose of retirement from Donald Faria, Maintenance/ Custodian Supervisor in the Property Services Department, effective December 31, 2023.

MOTION

MOTION MADE BY RENE COUTU THAT THE SCHOOL COMMITTEE ACCEPT THE RESIGNATION FOR THE PURPOSE OF RETIREMENT FROM DONALD FARIA, MAINTENANCE/CUSTODIAN SUPERVISOR IN THE PROPERTY SERVICES DEPARTMENT, EFFECTIVE DECEMBER 31, 2023. Motion seconded by Joseph DiMartino. The following members voted in the affirmative: Susan St. Amand, Joseph DiMartino, Rene Coutu, and Luis Colon. Motion passed 4 to 0.

Mrs. Tarasevich said Don is a very long-standing member of the district, and he will be missed.

b) Supervisory Assistant - West Warwick High School - Effective 12/31/23

Mrs. Tarasevich recommended with regret that the school committee accept the resignation for the purpose of retirement from Phyllis Swenson, Supervisory Assistant at West Warwick High School, effective 12/31/23.

MOTION

MOTION MADE BY SUSAN ST. AMAND THAT THE SCHOOL COMMITTEE ACCEPT WITH REGRET THE RESIGNATION FOR

THE PURPOSE OF RETIREMENT FROM PHYLLIS SWENSON, SUPERVISORY ASSISTANT AT WEST WARWICK HIGH SCHOOL, EFFECTIVE 12/31/23. Motion seconded by Joseph DiMartino. The following members voted in the affirmative: Rene Coutu, Joseph DiMartino, Susan St. Amand, and Luis Colon. Motion passed 4 to 0.

Mrs. Tarasevich said that all kids know Phyllis by name and she will be missed and hard to replace.

22. Announcement of New Hires

Announcement of New Hires

Mrs. Tarasevich announced the following new hires:

- Assistant Director of Student Support Services: **Leah Bessette**
- Assistant Director of Facilities: **Jeffrey Langlais**
- Grade 8 English Teacher - John F. Deering Middle School: **Alex Trubia**
- Special Education Resource Teacher - West Warwick High School: **Isabel Salas**
- School Nurse Teacher - West Warwick High School: **Jennifer Moore**
- Full-Time Second Shift Custodian - West Warwick High School: **Fabio Damiao**
- Full-Time Floater Custodian - Administration/ Wakefield Hills Elementary School: **Nicolas Ottaviano**
- Full-Time Second Shift Custodian - John F. Deering Middle School: **Joseph Morin**
- Full-Time Teacher Assistant - Self-Contained 1:1 - West Warwick High School: **Daniel Roch**
- Long-Term Substitute Grade 8 Math Teacher - John F. Deering Middle School: **Michael Valelli**

- Long-Term Substitute Grade 5 Teacher - John F. Deering Middle School: **Andrew Sierman**
- Long-Term Substitute Grade 6 Teacher - John F. Deering Middle School: **Nina DeQuattro**
- Head Soccer Coach - John F. Deering Middle School: **Efrain Calazada**

23. Discussion/Approval: Administrative Contracts

Discussion/Approval: Administrative Contracts:

a) Assistant Director of Student Services

Mrs. Tarasevich recommended that there be a discussion/approval of the administrative contract of Leah Bessette, Assistant Director of Student Services.

MOTION

MOTION MADE BY SUSAN ST. AMAND THAT THE SCHOOL COMMITTEE APPROVE THE ADMINISTRATIVE CONTRACT OF LEAH BESSETTE, ASSISTANT DIRECTOR OF STUDENT SERVICES. Motion seconded by Rene Coutu. The following members voted in the affirmative: Joseph DiMartino, Rene Coutu, Susan St. Amand, and Luis Colon. Motion passed 4 to 0.

b) Assistant Director of Facilities

Mrs. Tarasevich recommended that there be a discussion/approval of the administrative contract of Jeffrey Langlais, Assistant Director of Facilities.

MOTION

MOTION MADE BY SUSAN ST. AMAND THAT THE SCHOOL COMMITTEE APPROVE THE ADMINISTRATIVE CONTRACT OF JEFFREY LANGLAIS, ASSISTANT DIRECTOR OF FACILITIES. Motion seconded by Rene Coutu. The following

members voted in the affirmative: Joseph DiMartino, Rene Coutu, Susan St. Amand, and Luis Colon. Motion passed 4 to 0.

24. Audience of Citizens

Audience of Citizens

None.

25. Adjournment

Adjournment

MOTION

MOTION MADE BY JOSEPH DIMARTINO THAT THE SCHOOL COMMITTEE ADJOURN THE MEETING. Motion seconded by Rene Coutu. The following members voted in the affirmative: Susan St. Amand, Rene Coutu, Joseph DiMartino, and Luis Colon. Motion passed 4 to 0.

Meeting adjourned at: 7:26 P.M.

Respectfully submitted,

Susan St. Amand, Clerk

Michelle Colozzo, Recorder