Pawtucket School Committee
Policy Subcommittee
Meeting Minutes
October 22, 2026
5:30 PM
Pawtucket School Department Administration
286 Main St
Pawtucket, RI 02860

Meeting called to order at 5:34PM.

I. Roll Call

Suzette Wordell, Christina DiPrete, Lee Rabbitt, Kimberly Grant, and Joanne Bonollo were present.

Randy Buck and James Chellel were absent.

II. Pledge of Allegiance

III. Approval of Meeting Minutes

A. May 18, 2026

Motion to approve: Kimberly Grant Second: Lee Rabbitt
Yea: all
Abstain: Suzette Wordell, Christina DiPrete
Motion carries.

IV. Public Participation

There was no one present for Public Participation.

V. Discussion/Action

A. Approval of Template Administrator/Employee Contracts

Legal Counsel Bill Conley presented the proposed Administrator Employment Contract in light of Committee policy and state law regarding template contracts. He shared that there have been recent concerns regarding template contracts created in the past and they are being revisited at this time. He reviewed a number of specific changes within the contract.

Chair Joanne Bonollo asked clarification on whether driving convictions would be included; it was clarified that driving infractions are considered civil rather than criminal offences.

Chair Bonollo asked Lee Rabbit whether job descriptions are available for administrators without a contract; Ms. Rabbitt clarified that these descriptions could be reviewed to be available for signing after the November 4 School Committee meeting.

It was clarified that administrators don't get school vacations.

There was conversation about hours worked by administrators and contract/job description work flow and salary determination.

There was conversation regarding the benefits structure.

Chair Bonollo requested that CFO Stephanie DiMaio research district benefit

payouts in comparison with other districts.
Joanne requested that the contract be amended to include step family.
There was conversation about the early retirement provision.
There was conversation regarding vacation time; an amendment was requested to change to an accrual system rather than all time being provided on July 1. It was also amended to include "or designee" for vacation time requests. There was an additional amendment of a clause allowing building administrators to take vacation days during the school year with 2 weeks notice and approval from superintendent or designee.
There was discussion regarding district coverage of required memberships for administrative positions; specific organizations were requested to be included.
There was discussion around evaluations and the accountability they require. An amendment was added to provide evaluation language for those who were not principals or assistant principals. Kimberly Grant expressed concern about accountability.
Suzette Wordell left the meeting at 7PM.
Chair Bonollo requested that all references to the superintendent are inclusive.
Motion to approve the administrator template for principals and assistant principals: Kimberly Grant Second: Lee Rabbitt
Yea: all
Motion carries unanimously.
Motion to move item F up before item B: Kimberly Grant Second: Lee Rabbitt

B. Contract and Compensation for Administrators CDD
There was no discussion on this item.

C. Create Student Activity Account Policy
There was no discussion on this item.

D. Amend Service Animal Policy IMG
There was no discussion on this item.

E. Create Therapy Animal Policy
There was no discussion on this item.

F. Amend School Committee Agenda Requests BEDB
Chair Joanne Bonollo read through the policy.
December dates were shifted to November.
There was conversation regarding backup for the clerk position.
Chair Bonollo and Kimberly Grant asked how the item request clause could be legally tightened up. It was suggested that the scope of the item clause could be narrowed or that multiple members should make the request. There was discussion on how this policy could be best implemented.
Motion to amend as noted: Lee Rabbitt Second: Kimberly Grant
Yea: all
Motion carries unanimously.

G. Approve Distribution of Community Flyers Policy
There was no discussion on this item.

H. Harassment Policy AC Review

There was no discussion on this item.

I. Create Staff/Teacher Cell Phone Use in Classrooms
There was no discussion on this item.

J. Create Hiring Policy
There was no discussion on this item.

VI. Discussion

A. Accountability of Administrative Procedures
There was no discussion on this item.

B. Policy Manual Grammatical and Formatting Edit Review
Chair Joanne Bonollo stated that this item will be discussed at the next meeting. The next meeting will be held on November 2 at 3PM.

VII. Adjournment

Motion to adjourn: Kimberly Grant Second: Lee Rabbitt
Yea: all
Motion carries unanimously.
Meeting adjourned at 7:51PM.