

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

**Board of Trustees**

**Minutes of the Regular Meeting**

Tuesday, September 9, 2008

*Minutes were accepted at the October 9, 2008 Board meeting.*

**I. Routine**

A. **Call Meeting to Order**

At 8:06 am, Dr. Segovis called the meeting to order.

B. **Roll Call of the Board**

Davies' Executive Assistant called the roll of the Board.

Members Present: James Bone; Robert Boisselle; Raymond Chartier; Lawrence Gemma; Robert Halkyard; Carolyn Kyle, *Vice-Chairperson*; John Quinn, John Nardolillo; Dr. James Segovis, *Chairperson*; Robin Smith

Members Absent: Richard Beaupre; V. Michael Ferdinandi; Lawrence Gemma

Others Present: Victoria A. Gailliard-Garrick, Cheryl Carroll, Bernie Blumenthal, Susan Paquin, Joanne Andrews, Gerry Manning, Fred Slemmon

C. **Approval of Minutes** – July 10 and August 5, 2008 Regular Session Minutes  
*Dr. Segovis asked for a motion to approve the minutes. Mr. Bone made the motion to approve the minutes of the July 10<sup>th</sup> and August 5<sup>th</sup>, 2008 minutes. 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**  
*Recessing into Executive Session was moved to the end of the agenda.*

E. **Opportunity for Audience to Comment**  
There were no audience comments.

**II. Business Agenda**

A. **Finance Report** –Cheryl Carroll, *Business Office Coordinator*  
Report was given in Executive Session.

B. **Human Resources Report** - Joanne Andrews, *Human Resources Coordinator*  
There was no report.

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

#### A. Director's Report

1) Teacher Association—*Frank Barcellos, President*

There was no Teacher Association representative present.

2) Teacher Assistants' Association

There was no Teacher Assistant Association representative present.

3) SkillsUSA National Competition

This agenda item was postponed until the October meeting for today there is no school due to primary elections.

4) Davies High School Diploma System: Formula for Proficiency/Graduation-

*Victoria A. Gailliard-Garrick, Director*

The state's formula for calculating proficiency was not used because it will not be mandated until the year 2010. So Mrs. Gailliard-Garrick used a formula the school developed to determine which seniors were proficient in English Language Arts and mathematics. There are three components of Davies Graduation Diploma System: the Carnegie Units (credits); the multiple measures (Senior Project and Portfolio) and the NECAP testing. We had a wonderful opportunity to read the seniors' research papers, to hear their oral presentation, and review their final product. The scores of these multiple measures were a part of the formula. With the NECAP scores, the maximum score was 160 for proficiency and 148 for partially proficient.

Those who scored proficient overall got to wear a gold and black cord with their cap and gown, and they received a seal of proficiency on their diploma. 31 students achieved proficiency out of a class of 110 who graduated. 31 had to go to summer school. We are trying to increase this number by outreaching to the students the importance of the whole diploma system. She started that in June giving them the information they will need to be successful and to be proficient. She followed that up with a letter that went home to parents that was inserted in their report cards. She then had a meeting with them in September as a follow-up as well.

She did something a little different this year. She has Senior Seminar classes and hopefully this will be helpful. The seniors also have the opportunity to retake the NECAP testing. There are 31 who can retake the writing, 16 for the reading, and 90 for the mathematics. They did not do well in the mathematics, but the majority did well in the English Language Arts. Increasing student performance was one of the Instructional Operations' initiatives derived from the Management Team retreat.

Overall, she is very pleased that it went very well. Not as many high schools were as successful as we were, but for the first time out, we had our glitches. We did some follow-up surveys with the students and the staff and looked at where we need to tweak the entire process.

Dr. Segovis said he would like the Board to see some of these projects. This year we reserved a half day on the school calendar, April 24th, when the seniors will come in a half day and do their oral presentation of their final product based on their research paper.

5) **Summary of Management Team Retreat:** *Victoria A. Gailliard-Garrick,*

*Director*

The Management Team had their first retreat at Bryant University thanks to Dr. Segovis. It went very well. She asked this staff to assess each of their departments looking for more ways to increase productivity and become more efficient. She asked them to come up with three key points to discuss at the retreat. For example, Business Operations, we looked at project estimations and cost savings. We have times when projects need to be done and the cost of it is done piecemeal. She understands it happens; however, we need to look at and be more conscience of how we are spending our money.

Regarding the Facilities Operations, we reorganized the janitorial positions. There was a lot overlap in the duties, jobs were not being completed, and with Mrs. Andrews and Mr. Okerholm, we reallocated some positions and now we have some concerns with the union. Basically, we terminated the senior janitor position during the day. We felt we didn't need one during those hours because Mr. Okerholm is the supervisor during the day. One is needed during the second shift.

Regarding the Instructional Operations, the major piece of this is of course improving student performance and outcomes. The instructional supervisors, Mr. Manning, Ms. Valentine, and Mr. Slemon, and she sat down for a very long time and looked at ways that we can best use our support personnel: school psychologist, social workers, our DPT, how we can get them more involved in the instructional practices. We looked at doing some changes in our actual teaching and learning in the classroom, looking at instructional strategies. I want to see a lot more performance-based instruction in the classroom vs. traditional lecturing, dittoes, etc. Some of these ideas were rolled out during the Professional Development Day.

Regarding Human Resources, we discussed establishing an EEO Committee and an Affirmative Action Team to help us better train our staff in those areas looking for them as advisors to give Ms. Andrews and herself some recommendations on personnel issues and personnel policies. Lastly, we looked at our Professional Development Academy program. How can we make better use of the people who go to these workshops?

She is in the process of implementing some of the things that came out of the retreat and some of the things she is not in the process of implementing. These items will go into the school improvement plan and the strategic plan. While she is implementing them she is finding more things she can do.

She got very positive feedback from the staff. There was great dialogue; they were bouncing things off; and everyone got to hear what their colleagues do day in and day out. She did ask for them to come up with three key points for discussion, but these discussions turned out to be very lengthy so toward the end of the day, one person didn't get to say what she would have liked, but Ms. Gailliard-Garrick did carry it over to another day and we discussed the NEASC recommendations.

6) **Professional Development Day:** *Victoria A. Gailliard-Garrick, Director*

As mentioned, some of the retreat recommendations were rolled out during this day looking at the big picture of where we are going over the next couple of years. We had a scribe at each of the meetings and Ms. Gailliard-Garrick

walked around to the different workshops to take an observation of what was going on. She thought it was very engaging. She got some excellent feedback from the staff based on the notes she received. They gave us some good ideas on how we should move forward particularly with the instructional piece; what we should do in the classrooms when it comes to achievement and performance based on the NECAP test and scores particularly in the mathematics. The staff will have a follow-up meeting to go through some of these instructional strategies because she is looking for them to do a lot more of the applied learning.

The second part of the day was spent on the NEASC recommendations. Most of them have been turned into her and now it is just basically putting them all together.

7) **2008-2009 Enrollment:** *Victoria A. Gailliard-Garrick, Director*

We are busting at the seams this year. School opened with 851 students. Currently the enrollment is: 9<sup>th</sup>:207, 10<sup>th</sup>: 231, 11<sup>th</sup>: 196 and 12<sup>th</sup>: 145. The enrollment of course always decreases especially with the freshmen because of the no-shows. There is a waiting list for 9<sup>th</sup> and 10<sup>th</sup> grades. She is finding every single year fewer and fewer kids are not showing up; they want to be here. She feels that is part of the reputation that we have developed over the last couple of years as an educational institution that is moving in the right direction.

Mrs. Kyle asked if there were any changes in terms of the enrollment trends where the students are coming from, which districts. Mrs. Gailliard-Garrick said there are no changes. Most of them are coming from Pawtucket. The increase over the last couple of years has been in Central Falls. There's a little bit of an increase, but not much, with North Providence, Smithfield, and Lincoln, Lincoln more so because a lot of parents are hearing about Davies. Mr. Blumenthal does a wonderful job advertising what the school is doing on the board outside. We have the biotechnology class. It was a class initially but we got a lot of interest and we opened it up as a shop. This is a draw as well. The science academic teacher was in agreement because he is really dedicated to this program. In fact, RIDE actually asked him to come on board to help them develop a state-wide curriculum for biotechnology.

The teachers were thrilled with the contract. There were a lot of thank you's to the Board and they were very pleased with the no change in their health care cost. There was a nice round of applause for the Board and the members of the negotiating team. Dr. Segovis was glad we were able to find an accommodation that works for both sides.

8) **Other**

A Bryant group did marketing studies for nonprofits and chose to do one on Davies. Dr. Segovis would like to look at the report again to see what we need to change on it due to the changing times. We need to keep this process going.

**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 8:29 am, Mr. Bone made a 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. Halkyard seconded the motion and all were in favor.*

**Return to Regular Session**

*At 9:25 am, Mrs. Kyle made a motion to recess out of Executive Session pursuant to R.I.G.L. 42.46-5 (A) (1) and (2) to discuss pending litigation and personnel issues. Mr. Nardolillo seconded the motion and all were in favor.*

*Dr. Segovis asked for a motion to keep the minutes of the Executive Session confidential. Mr. Bone made the motion, Mrs. Smith seconded the motion and all were in favor.*

For the record, there were no votes during Executive Session.

**8) Other**

Because we are not at our 129.3 FTEs at this point, she would like the Board's permission to send a statement to RIDE in relation to the recruitment of the retirees' replacements. Right now they are saying no hiring. Dr. Segovis suggested we allow the Director to do that until we can test the waters and see where we are going on this, until the curriculum is set. Mr. Quinn thought we were holding the janitorial positions in order to outsource. Ms. Gailliard-Garrick said, no, that is off the table. It has something to do with Council 94's negotiations on the issue and it came off the table.

**IV. *Adjournment:***

*At 9:27 am, Dr. Segovis asked for a motion to adjourn and all were in favor.*

**V. *Next Meeting:***

TBD