

Consent Agenda Items

Chariho School Committee Meeting
Executive Session – March 26, 2024
Approval of Executive Session Minutes – Minutes not sealed.

Committee Members Attendance: Chair Catherine Giusti, Vice Chair Karen Reynolds, Donna Chambers, Kathryn Colasante, Polly Hopkins (arrived at 6:05 PM), Craig Louzon, Linda Lyall, Andrew McQuaide, Larry Phelps and Jessica Purcell. Absent: Tyler Champlin and Patricia Pouliot.

Administrators and Others Attendance: Superintendent Gina Picard, Director of Administration and Finance Ned Draper and School Committee Clerk Donna Sieczkiewicz.

II-1. Approval of Executive Session Minutes of March 12, 2024 – Home Instruction Requests - Superintendent Picard recommended approval of the executive session minutes of March 12, 2024 – Home Instruction Requests.

Craig Louzon made a motion, seconded by Andrew McQuaide and it was VOTED: To approve the executive session minutes of March 12, 2024 – Home Instruction Requests. In favor: Unanimous (Hopkins was not in attendance for the vote).

II-3. Approval of Executive Session Minutes of March 12, 2024 – Review of Superintendent's 2023-2024 Goals - Superintendent Picard recommended approval of the executive session minutes of March 12, 2024 – Review of Superintendent's 2023-2024 Goals.

Andrew McQuaide made a motion, seconded by Linda Lyall and it was VOTED: To approve the executive session minutes of March 12, 2024 – Review of Superintendent's 2023-2024 Goals. In favor: Unanimous.

The Committee moved to Review of Superintendent's Contract.

Donna J. Sieczkiewicz, Clerk

Chariho School Committee Meeting
Executive Session – March 26, 2024
Review of Superintendent's Contract – Minutes not sealed.

Committee Members Attendance: Chair Catherine Giusti, Vice Chair Karen Reynolds, Donna Chambers, Kathryn Colasante, Polly Hopkins, Craig Louzon, Linda Lyall, Andrew McQuaide, Larry Phelps and Jessica Purcell. Absent: Tyler Champlin and Patricia Pouliot.

Administrators and Others Attendance: Superintendent Gina Picard, Director of Administration and Finance Ned Draper and School Committee Clerk Donna Sieczkiewicz.

II-4. Review of Superintendent's Contract

Superintendent Picard noted that her contract will automatically roll if not approved prior to May 1st. An additional year was added to bring her to a three-year contract which is what all other superintendents in the State have. Kathryn clarified this is a three-year contract to which Gina responded "yes"; it goes to 2027. The Superintendent then reviewed contracts of other Superintendent's in the State with many newer superintendents starting off at more pay and benefits than she receives. All superintendent contracts are public record. She commented that she does not take health insurance and does not receive a car allowance (a benefit many of the others receive). She does, however, put in some mileage forms; reimbursable at the going rate. Barry's salary was \$171,412. She and Mike are "bargains" as Jane's salary was more than Mike's. Craig asked, amongst all superintendents in the State, where are you to which Gina replied her base salary is right at the bottom. Craig stated that he just wanted people to hear this. Linda noted her appreciation for all the information Gina shared although she doesn't need to hear it because she knows Gina is at the bottom. She feels Gina does an outstanding job and puts in a lot of extra hours attending all activities and community events. She has also taken over emergency operations and the plans and drills have come a long way. First responders have a lot of respect for her. Gina is a bargain and she wishes the District could do more for her. Karen reiterated what Linda said. For background purposes, she noticed that Barrington is looking for a superintendent and their base salary is \$265,000. Andrew added that everyone always wants to compare us to Barrington. Kathryn asked if Gina was the lowest paid of all to which Gina responded that she is not sure about Scituate but she is definitely near the bottom. Jessica stated, according to RIASC, she is 5th from the bottom. Donna also reiterated what has been said. She loves a good bargain and is thrilled with Gina's service. She, too, wishes they could do more. Polly questioned her Superintendent's certification; Providence College in 2013 but her resume doesn't reflect this. She would think this would be on her resume. Gina explained that when she became a superintendent, you had course work then to get RIDE certification. She did all of her course work at URI but had to do the last course at PC as URI did not offer it; only PC did. She was then certified as a superintendent. She did not "fast track" this process. Jessica wanted to point out all of the difficult circumstances that Gina has had to deal with. The first was the death of the person in charge, second was the pandemic and third was the Stage II application to RIDE and the opportunity we are giving to all of our voters. Not everyone likes the person who is on top yet Gina doesn't seem to care; she does not let this bother her and Jessica stated she appreciates that. She runs this District well. Donna added that Gina is challenged but she handles it with grace. Donna noted that she marvels at how well Gina is able to keep her composure. Gina replied that she tries to model this for other administrators. You may not like all her decisions but she advocates for everyone's child. Craig knew he was right when he nominated her for the position of Superintendent then and now when he approves her contract. Chair Giusti stated that she has a statement from Assistant Superintendent Dr. Comella who isn't in attendance this evening as he is at a meeting at RIDE. Dr. Comella requested his following comments be included in the record: *As the Superintendent of the Chariho Regional School District, Gina Picard has demonstrated a commitment to fostering an environment of academic excellence, professional growth, and innovation to ensure the success of every student. Her goals*

~~are enhancing student achievement and success, promoting equity and inclusion, and strengthening parent and community partnerships.~~ I want to recognize and share specific examples highlighting the Superintendent's successes. As you know, Chariho schools have demonstrated tremendous growth over the past three years, with most of our schools returning to pre-pandemic levels of growth and achievement. All four of our elementary schools are rated four stars or higher. Chariho Regional High School is rated 7th in the state. While we recognize that the middle school still has room for significant growth, the Superintendent has worked closely with the school administration to develop and implement a thoughtful plan to ensure that the school has a direction for overall growth and success. Student attendance has increased, and our graduation rate is over 95%. This past Saturday, the District once again hosted Artessy. Artessy celebrates our students and their talents in the arts and sciences. Artessy had been a tradition for 25 years but was recently canceled due to the pandemic. For the second consecutive year since the pandemic, a record number of parents, families, and community members visited the middle school to celebrate our students and their accomplishments. It's often hard to understand and see the impact a superintendent can have on student success beyond the daily duties of maintaining safe schools and balancing budgets. Educator and business consultant Peter Drucker states that the difference between managers and leaders is as follows: "Management is doing things right. Leadership is doing the right things." Superintendent Picard balances the demands of the day-to-day operations while ensuring that our schools continue to succeed and grow. I want to offer an example of her leadership. Superintendent Picard meets with principals several times weekly to provide in-the-moment coaching, which is the highlight of her week. The coaching sessions include classroom visits designed to sharpen our principals' skills in classroom observation and in providing targeted feedback to teachers. After the classroom visits, the principal meets with the teacher to discuss the observation and provide feedback. The Superintendent observes and listens to their conversation to provide feedback to the principal, which is a proven method for developing the capacity of school administrators to become effective instructional leaders of their schools. The principals have the option of allowing the teacher to observe the principal receiving feedback from the Superintendent. I am unaware of any other school district in Rhode Island where this is happening. While this cycle of observation and feedback can take some time to get used to, it reflects the Superintendent's transparency. Here, she shows that no matter one's title or years of experience, we must be open to receiving constructive feedback to continue to grow as professionals. Superintendent Picard embodies the idea of continuous professional growth and development. She demands the highest expectations of herself and models this for everyone she leads. Success does not happen by accident. It takes vision and a commitment to make this happen. Chariho is fortunate to have Superintendent Picard's vision, dedication, expertise, and leadership. Chair Giusti noted that we recently celebrated Artessy and had a record number visit the Middle School. When they lead the search for a superintendent, they didn't have people who went to bat for them like Mike just did for Gina. No one else had someone under them that gave them a great rating. Yet to meet someone who works as hard as Gina and as Barry did, that is not the norm. Gina answers our questions and if she doesn't know the answer, she finds it. Kids feel comfortable with her as she brings the same level of respect to students. Donna stated that she hopes they can be unanimous tonight in approving her contract. Kathryn wanted to reiterate on the history of Gina's contract. She started with a two-year contract and Ryan Callahan proposed a three-year contract so it was changed. So this is the same contract she started with to which Gina responded "yes". The only change has been the three years. The District Clerk noted that she could have retired last year but did not do so because she enjoys working for Gina. One thing that really sticks out in her mind is the way Gina handles student issues. We have a student who met with Gina and was told that if they needed someone to talk to, please come back. We did not expect to see the student return and the student did come back and waited over half an hour for Gina to finish a meeting. Gina has the ability to connect with all students. Ned did a little reflection. Over the past 21 years he has worked for five superintendents, two city managers and four provosts. Leadership has a tendency to turn over every four years. Gina's leadership is very transparent; this is the reason he enjoys working at Chariho. It is the genuine caring for kids. When you have that stability, it draws kids and resonates through the organization.

~~Jessica noted her appreciation for everyone sharing. They aren't with Gina every day so it is~~ good to hear from those who are with her on a daily basis. Craig commented that there are a lot more of these stories – more than people realize in this District. Andrew concurred with everything that was shared. He raised this concern at the last meeting and feels the need to mention it again. The Superintendent's contract and supervision is a core responsibility of the School Committee. He finds it disconcerting that people who vote against her contract do not provide any feedback before opposing it. He is on the School Committee to do the work. He stated that he finds Gina's knowledge of the District's policies and practices amazing and the fact that she can speak to policy and integrate it well. Trying to balance the variety of strategies she uses to communicate messages to the stakeholders is challenging but we do appreciate her transparency. Maybe tweak or tune the communications out to stakeholders would be his only constructive criticism. He did say the same thing about Superintendent Ricci. Gina agreed that this is a challenge. She always asks parents for their feedback as it is a balancing act. She is always adjusting and working on this. Kathryn agreed with Jessica. It was nice to hear the inside comments from people because they aren't on the inside. They were genuine and deserved. She asked Andrew if there was anything particular about communication to which Andrew commented that it is an opportunity to strengthen communication from educators. Gina added that principals are now supposed to be taking the lead as they are the leaders of their schools. She needs to be their coach. She wants principals to own the communication at the school level. She met with a parent Friday Night who suggested they do an FAQ as he was not aware that this had already been done. Kathryn noted that she likes to hear positive comments and is happy with what she has heard. She did have a couple of comments: 1) when answering questions for the public, she asked that Gina talk slowly and 2) when discussion was taking place regarding renovation or new construction, Gina put forth her point of view. The way it was presented last April was both options would be explored. Kathryn stated that her perception is that a renovation would be a hard sell as opposed to pros and cons of both being presented. We have to admit both sides when presenting something. Gina replied that she was open-ended until RIDE said that they would not consider renovations unless the building project goes down. They questioned why they would put taxpayer money into 90-year-old buildings. She would have loved to be able to go a little more with the options. The new Building Committee member from Richmond, Andrea, is an architect and she agreed that the cost of renovating will be the same, if not more than building new. It is not cost effective to renovate. There has been a level of mistrust in this District for years. Jessica added that this was discussed at the Necessity for School Construction meeting. Kathryn continued. To say the cost would be the same...Chair Giusti then asked all to please stay on topic which is review of the Superintendent's contract. Andrew clarified that in open session the Committee has to speak specifically to the language in the contract if any comments are made. They cannot discuss job performance in open session. Craig felt Gina has been more than transparent on all issues but agreed with Kathryn about slowing down when speaking.

Donna J. Sieczkiewicz, Clerk

Chariho School Committee Meeting
Executive Session – March 26, 2024
Memorandum of Agreement with NEA ESP – Minutes not sealed.

Committee Members Attendance: Chair Catherine Giusti, Vice Chair Karen Reynolds, Donna Chambers, Kathryn Colasante, Polly Hopkins, Craig Louzon, Linda Lyall, Andrew McQuaide, Larry Phelps and Jessica Purcell. Absent: Tyler Champlin and Patricia Pouliot.

Administrators and Others Attendance: Superintendent Gina Picard, Director of Administration and Finance Ned Draper and School Committee Clerk Donna Sieczkiewicz.

II-5. Memorandum of Agreement with NEA ESP

Superintendent Picard provided a brief background and, due to the fact that we have not received the MOA from the Union, she recommended this item be tabled until the agreement has been received.

Andrew McQuaide made a motion, seconded by Linda Lyall and Jessica Purcell and it was VOTED: To table item II-5 - Memorandum of Agreement with NEA ESP – until such time as the Union forwards the agreement to the Committee. In favor: Chambers, Colasante, Giusti, Hopkins, Lyall, McQuaide, Phelps, Purcell and Reynolds. Abstained: Louzon. The motion carried by a vote of 9 in favor with 1 abstention.

Andrew McQuaide made a motion, seconded by Donna Chambers and it was VOTED: To close executive session at 6:56 PM and return to open session. In favor: Unanimous.

Donna J. Sieczkiewicz, Clerk

Chariho School Committee Meeting
Regular Session – March 26, 2024

Committee Members Attendance: Chair Catherine Giusti, Vice Chair Karen Reynolds, Donna Chambers, Kathryn Colasante, Polly Hopkins (arrived at 6:05 PM), Craig Louzon, Linda Lyall, Andrew McQuaide, Larry Phelps and Jessica Purcell. Absent: Tyler Champlin and Patricia Pouliot.

Administrators and Others Attendance: Superintendent Gina Picard, Director of Administration and Finance Ned Draper, Systems Administrator Eric O'Brien and School Committee Clerk Donna Sieczkiewicz.

I. Meeting Call to Order/Pledge of Allegiance/Silent Meditation

Chair Catherine Giusti called the meeting of the Chariho School Committee, held in the Chariho High School Library, to order at 6:00 PM. She asked all to please stand for the Pledge of Allegiance and a moment of silence.

II. Motion/Vote to go into Executive Session

Craig Louzon made a motion, seconded by Andrew McQuaide and it was VOTED: That the School Committee go into executive session and close the meeting to the public under the authority of R.I. General Laws Section 42-46-5(a)(1) for the purpose of discussion and/or action pertaining to an individual's job performance or character (1. Approval of Executive Session Minutes of March 12, 2024 - Review of Superintendent's 2023-2024 Goals; and 2. Review of Superintendent's Contract); under the authority of R.I. General Laws Section 42-46-5(a)(2) for the purpose of discussion and/or action pertaining to collective bargaining (Memorandum of Agreement with NEA ESP) and under the authority of R.I. General Laws Section 42-46-5(a)(8) for the purpose of reviewing and/or approving matters which relate to the privacy of students and their records (1. Approval of Executive Session Minutes of March 12, 2024 - Home Instruction Requests and 2. Approval of Home Instruction Requests); any persons to be discussed have been so notified. In favor: Unanimous (Hopkins was not in attendance for the vote).

III. Reconvene Open Session/Pledge of Allegiance/Silent Meditation

Chair Giusti reconvened the meeting at 7:00 PM and asked all to please stand for the Pledge of Allegiance and a moment of silence in memory of Charlestown Moderator Charlie Beck who passed away on March 19, 2024.

IV. Closing/Sealing of Executive Session Minutes

1. Superintendent Picard recommended that minutes relating to the privacy of students and their records (Approval of Home Instruction Requests) remain sealed.

Craig Louzon made a motion, seconded by Andrew McQuaide and it was VOTED: That minutes relating to the privacy of students and their records (Approval of Home Instruction Requests) remain sealed. In favor: Unanimous.

V. Disclosure of Executive Session Votes

Vice Chair Reynolds reported there were five votes taken in executive session. The first vote, approval of executive session minutes of March 12, 2024 – Home Instruction Requests, passed with Chambers, Colasante, Giusti, Louzon, Lyall, McQuaide, Phelps, Purcell and Reynolds voting in favor.

The second vote, approval of home instruction requests, passed with Chambers, Colasante, Giusti, Louzon, Lyall, McQuaide, Phelps, Purcell and Reynolds voting in favor and Hopkins abstaining.

~~The third vote, approval of executive session minutes of March 12, 2024 – Review of Superintendent's 2023-2024 Goals – passed with Chambers, Colasante, Giusti, Hopkins, Louzon, Lyall, McQuaide, Phelps, Purcell and Reynolds all voting in favor.~~

The fourth vote, to table an MOA, passed with Chambers, Colasante, Giusti, Hopkins, Lyall, McQuaide, Phelps, Purcell and Reynolds voting in favor and Louzon abstaining.

The last vote, to return to open session, passed with Chambers, Colasante, Giusti, Hopkins, Louzon, Lyall, McQuaide, Phelps, Purcell and Reynolds voting in favor.

VI. Recognition – The following were congratulated:

1. 2024 Rhode Island Art Anchor Award Winners: Jordan (Finn) Almagno-Gillooley (Anchor Award for photograph - *Dreams of an Unknown*); Ayden Selvidio (Anchor Award and Best in Category for photograph - *The Mill*); Victoria St. Onge (Anchor Award for drawing - *Sky/a*); and Katie Wood (Wave Award Best in Experimental/Abstract for sculpture - *Repairs*).
2. (in attendance) Esports Mario Kart won the RIIIL State Championship – Team Members: Lennon Rodgers, Alexander Sensenig, Geena Kenyon, Parker Bruso, Bobby Brown and Josh Ballesteros. Head Coach David Landi.
3. (in attendance) CTC Construction and Electrical Technology Students and Instructors, in collaboration with Habitat for Humanity, have constructed one new home in Hopkinton and are working on several others in the same area.

Construction Technology: Tyler Catalan, Caleb Caswell, Noah Dinucci, Noah Blanchard, Brendan Byers, Colin Cooley and Instructors Dave Bannister and Bonny Pride.

Electrical Technology: Christian Antinucci, Keegan Beck, Jesse Brunelle, Logan Gardiner, Philip Gingerella, Logan LoBianco, Jonathan Manning, Nathan Marcotte, Travis Plante-Mullen, Jordan Robinson, Lennon Rodgers (this is Lennon's second award this evening), Dominic Santospirito, Alexander Sensenig (this is Alex' second award this evening), Jake Tedeschi, Elijah Henley and Instructor Ryan Northup.

Those in attendance from the three groups received letters of appreciation and pictures were taken.

Donna stated that she went to the dedication of the Hopkinton home as did a lot of people from the community. She has never been more proud of Chariho and she has been involved with the School Committee for about ten years. She recommended that everyone who gets the chance should go to one of the home dedications. They were all congratulated.

VII. Public Forum

Richmond resident William Day stated that he has had extra time on his hands so he began studying "no cell phones in schools". He wondered if the School Committee has thought of implementing this. Central Falls has. He quoted from articles he has read that "there is a higher rate of depression and anxiety related to cell phones" and that "it is an addiction for a lot of these kids." Maybe start in the Middle School and work your way up. It was also noted in one of the articles that a school district saw a 6.4% increase in studying when implementing this. The Committee could maybe do a policy over the summer and have it in effect next school year. His other concern is school safety. He would like to address the School Committee in executive session if they would consider inviting him to an upcoming executive session meeting. There are tweaks that should be made. Diane Tefft from Hopkinton had signed up to speak but noted she was not going to speak at this time.

VIII. Business

A. Middle School STEM Curriculum Presentation/Approval – Susie Scanapieco was in attendance to answer any questions. Superintendent Picard recommended approval of the Middle School STEM Curriculum. Andrew made a motion, which was seconded by Karen, to

approve the Middle School STEM Curriculum. Karen stated that her only comment is that STEM is her 6th grade son's favorite class. Donna particularly liked how the committee pointed out what changes were made and she thanked them for this. Andrew thanked them for the presentation that was included in their packet and all the work that goes into this. Jessica related this to Artessy and the STEM classrooms that were set up. These are teamwork activities. She asked why there is not a grade 9-12 curriculum to which Susie explained that in the Middle School STEM includes pre-engineering and computer science classes. They brought electives in at the Middle School level to give the kids exposure to them but at the High School, this becomes more granular. It is a broad spectrum of classes. Donna commented on the excellent job they did and Susie acknowledged that Artessy was her favorite "day job".

Andrew McQuaide made a motion, seconded by Karen Reynolds and it was
VOTED: To approve the Middle School STEM Curriculum. In favor: Unanimous.

B. Superintendent's Contract – Chair Giusti recommended approval of Superintendent Gina Picard's contract.

Andrew McQuaide made a motion, seconded by Craig Louzon and it was
VOTED: To approve Superintendent Gina Picard's contract. In favor: Chambers, Colasante, Giusti, Louzon, Lyall, McQuaide, Purcell and Reynolds. Opposed: Hopkins. Abstained: Phelps. The motion carried by a vote of 8 in favor with 1 opposed and 1 abstention.

C. Student Liaison on the School Committee -- This item was requested by Jessica Purcell. Jessica stated that she would like to see a student, not a senior but maybe a junior, have a non-voting role on the School Committee to bring student voice to the table. We should honor and respect their pathways. We make decisions that impact their future. She reached out to Westerly and Barrington and received positive feedback. It has improved communication. Andrew asked Jessica if she had a preference on direction as he feels the Policy Subcommittee should review this. He made a motion, which was seconded by Jessica, to request that the Policy Subcommittee review the student representative and liaison proposal. Karen noted that she likes the idea of considering a junior as seniors are way too busy. Polly felt that Andrew's motion was "putting the cart before the horse". Chair Giusti agreed with Andrew's motion as she would like to see the Policy Subcommittee flush it out. She would like to see a policy before we decide. Linda agreed. She feels the policy will outline roles and responsibilities. Polly stated that she spoke to others who have student liaisons and it was split down the middle of those who were in favor and those who were not. They could get a student who is opposite to their political beliefs and the following year it could be a different student with a different outlook. In some cases, School Committee members were taken to task. She was told there was a lot of conflict with one. This stunted the work of the School Committee and made meetings longer. She is right down the middle. Westerly has a Student Council and a student government and the student government elects the liaison. She has looked at this from different angles; how to decide what student and could they pull from the Student Council. Jessica responded, having different points of view – they see that happening now. The engagement changes dependent on who you have. Could the Policy Subcommittee flush out the process? Kathryn felt they haven't had too many of these issues. If something was politically decisive, they only have one side to the situation. This is a lot of weight to put on a student. She can see this as a problem if issues are brought forth. We would need to treat this person more delicately. It is a lot on a student in a public arena. Site-based management has been around a long time where students are represented. The High School has a Student Advisory Panel and School Improvement Team. Gina added that she has a panel – Student Education Advisory Panel – that includes Middle School and Grade 4 students as well. Kathryn noted that she does have concerns about this position. Donna stated that every person who spoke is on the Policy Subcommittee so it will be appropriate to bring this to that Committee; there could be alternatives. Chair Giusti stated that it was important to have this discussion. She understands the points; we have to be careful as we are the adults in the room. We have to police ourselves to not treat a student poorly. She loves the idea but agrees that it will be a lot for a

~~student. She feels they should have more student voice and is excited to see what the Policy Subcommittee has to say.~~ Jessica commented on the push back about fear of political position. Look at our agenda – it is not about politics. The politics come from Public Forum. Polly replied that there is a reality to it. The examples she was given; it could happen. Craig added, or it could not happen. Chair Giusti hoped that administration is looped in. Usually students with a strong voice want to do it but you may want someone different who may not always get a chance to use their voice. Chris from Richmond felt it was a great idea to involve the students. Bring students into the Policy Subcommittee meeting to see what their view is. Diane Tefft from Hopkinton offered a suggestion. Putting a student in this environment – don't they have this at Student Council? They have an avenue to bring something forward to the School Committee or they can bring it to their Committees so it can be brought to the School Committee instead of having a student sit here. This would give every student the opportunity to voice their concerns.

Andrew McQuaide made a motion, seconded by Jessica Purcell and it was
VOTED: To request that the Policy Subcommittee review the student representative and liaison proposal. In favor: Unanimous

D. Budget Transfers – Superintendent Picard asked Committee members to refer to the Memo from Ned Draper dated March 21, 2024 which explains the need/reason for the \$10,000 transfer from Custodial Services to prepare for moving services for summer deep cleaning projects. She recommended approval of the Transfers for March 26, 2024 to include the additional transfers on the Transfer Sheet provided this evening. Ned was thanked for his memo.

Craig Louzon made a motion, seconded by Andrew McQuaide and it was
VOTED: To approve all the transfers for March 26, 2024. In favor: Unanimous.

IX. Consent Agenda Items

Chair Giusti requested items to be pulled; there were none.

Craig Louzon made a motion, seconded by Linda Lyall and Andrew McQuaide and it was
VOTED: To approve the entire Consent Agenda. In favor: Unanimous.

A. Minutes – Approved the following:

1. Regular Session Minutes of March 5, 2024 - District Annual Public Budget Meeting (please approve with the name change on page 1 – attached).
2. Executive Session Minutes of March 12, 2024 – Approval of Executive Session Minutes of February 15, 2024 (minutes not sealed).
3. Regular Session Minutes of March 12, 2024.

B. Bill Review – Accepted

C. Personnel Actions – None at this time.

D. Permission to Issue Bids/Request Quote – None at this time.

E. Permission to Award Contracts – Approved the following:

1. Learning Inside Out Outdoor Classroom Grant collaboration with Maisey's Tree Farm, Hopkinton, RI for construction of outdoor classroom items and spaces as noted in the memo from Katie Kirakosian and Ned Draper dated March 18, 2024. Total cost anticipated not to exceed \$9,956 with a work completion date no later than August 1, 2024. This project will be entirely funded by the Learning Inside Out Grant through RIDE and the School Building Authority with Maisey's Tree Farm offering considerable in-kind support.
2. Architectural Services for the CTC Roof Replacement Project to SLAM Architects in the amount of \$99,620.

F. Home Instruction – Action taken in executive session.

G. Grants – None at this time.

H. Donations – None at this time.

X. Reports

A. Subcommittee Reports – There were no Subcommittee Reports.

B. Superintendent's Report

1. Artessy Update – Superintendent Picard reported that Artessy began on Friday Night with the High School Chorus and ran from 9 AM to 2 PM Saturday at the Middle School. Attendance was amazing and it was a wonderful event. She thanked Kristen Merritt, Dana Hall, Susie Scanapieco, CTC Teachers & Director Auth, Music and Art teachers – this event would not be possible without our amazing staff.

2. Chariho Building Committee Update – Gina noted they held their first meeting to appoint the Clerk, which will be Kathy Koziol, and legal counsel, Jackson Parmenter of KSP Law. Attorney Parmenter provided background information prior to being appointed. Although Charlestown has not yet appointed its members, they were aware that this meeting would be needed so the Committee can move forward. The next meeting is scheduled for April 11, 2024 at 5:30 PM.

C. Coming Events – Superintendent Picard asked all to please check the District calendar for upcoming events. Polly asked if the cleaning of Dow Field was grade specific for High School students. Gina was not sure but stated she would check on this.

XI. School Committee Requests for Future Agenda Items or Legal Opinions

Andrew wanted to follow-up on Bill Day's request. Gina stated she will defer to the Chair about his request to meet in executive session or another venue regarding his concerns.

Craig noted that he was going to ask for the same about Mr. Day's cell phone use concern but would like to wait until after the Policy Subcommittee meets to discuss this as if a student comes on board, he would like the student involved.

Kathryn stated she brought this out before. If the bond should pass, she would like to know – a clear explanation on precisely how the five-year timeline is enforced. Gina clarified that she would like to discuss timelines to which Kathryn replied "no". She wants something in writing from RIDE, say one school is not complete by the timeline we have to adhere to. Gina asked that Kathryn email her concern and she will work on getting an answer for her.

XII. Adjournment

Andrew McQuaide made a motion, seconded by Craig Louzon and it was VOTED: To adjourn at 7:49 PM. In favor: Unanimous.

Donna J. Sieczkiewicz, Clerk

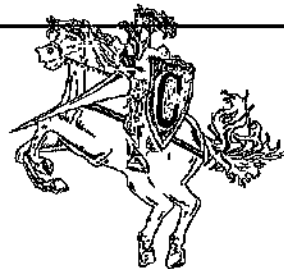


ENCLOSURE **IXD-1**

Chariho Regional School District
Office of the Director of Administration & Finance

455A Switch Road
Wood River Junction, Rhode Island 02894

All Kids. All of the Time.



CATHERINE M. GIUSTI
School Committee Chairperson

EDWARD DRAPER
Director of Administration & Finance

GINA M. PICARD
Superintendent of Schools

LYNN GOUVIN
Asst. Director of Administration & Finance

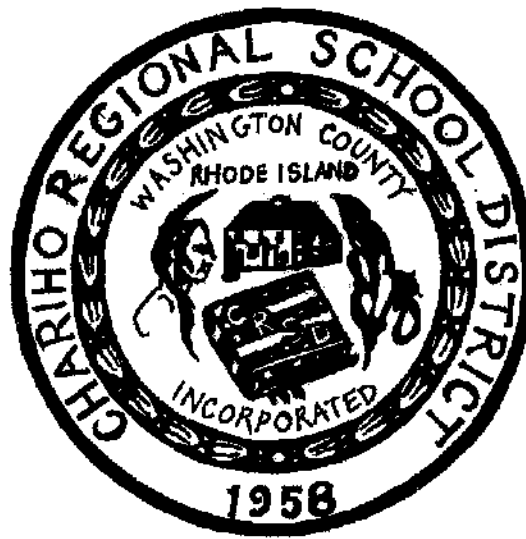
To: Gina Picard
From: Ned Draper
Date: April 3, 2024
Subject: Fuel oil bid

I seek permission to bid out Fuel Oil supplier services to the district. The attached draft bid includes standard Chariho requirements, a three year proposal with two additional option years for a total of five years possible. At present Ginger's Oil Company Inc of 110 Oak Street Westerly provides our #2 heating oil and we have been satisfied with their service and pricing.

Thank you.

CHARIHO REGIONAL SCHOOL DISTRICT

Fuel Oil Bid



Bid Due and Opened Publicly
May X, 2024
11:30 A.M.

Director of Administration
Chariho Regional School District
455A Switch Road
Wood River Junction, Rhode Island 02894

Advertisement for Proposals/Bids Chariho Regional School District

The Chariho Regional School District will receive sealed proposals/bids for the following:

Fuel Oil Bid

General proposals/bids shall be received and opened publicly at the office of the Director of Administration, 455A Switch Road, Wood River Junction, Rhode Island, at 11:30 AM, on May X, 2024 for the Fuel Oil Bid.

Proposals/Bids received after the stipulated time shall not be accepted.

All proposals/bids must be submitted in via BidNet marked Fuel Oil Bid.

Copies of the proposal/bidding documents and performance specifications can be requested electronically at www.chariho.k12.ri.us/bids or by calling the Director of Administration at 401-364-3260.

Equal Opportunity / Affirmative Action Employer

The Chariho Regional School District does not discriminate on the basis of age, gender, marital status, race, religion, National origin, color, creed, political affiliation, sexual orientation, or handicap in accordance with applicable law.

Telephone: (401) 364-3260 Fax: (401) 415-6076 Voice/TDD: (401) 364-1171

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CHARIHO REGIONAL SCHOOL DISTRICT
455A SWITCH ROAD
WOOD RIVER JUNCTION, RHODE ISLAND 02894
401-364-3260

I. Instructions/Conditions to Bidders

- A. Sealed proposals for the furnishing, delivery, and installing, where called for, of the services, materials, equipment, and/or supplies, as required by the School District and as set forth in the following specifications will be opened at the Business Office on the day and hour stated on the **Advertisement for Proposal/Bids** page of this document.
- B. The person or entity making such proposal shall submit the bid in a sealed envelope to the Director of Administration and Finance at the place herein mentioned on or before the hour and day stated on page one hereof, and the envelope shall be endorsed on its face with the name of the person or entity making such proposal, the date of its proposal and the title of the bids for which such proposal is made.
- C. The bidder shall insert the price per stated unit and extension against each item in the schedule. In the event of a discrepancy between the unit price and the extension, the unit price will govern. The price inserted must be net and include delivery charges. Computation must be made of the total amount of the bid for all items bid upon, and the total shall be stated in the space provided at the end of the schedule.
- D. When a bidder proposes to furnish the equivalent or equal of any article described in the specifications, the bidder shall attach to its bid a letter or memorandum giving full details and the name of the manufacturer of the article that is to be furnished. The contractor may later be required to submit samples before the contract award. If no such information or memorandum is attached to the bid, it shall be taken for granted that the bidder will furnish the article specified and will not submit an equivalent or equal after the bid is opened and recorded.
- E. Time of delivery and/or installation will be considered as a factor in bids.
- F. No charge will be allowed for cases, boxes, carboys, bottles, etc. or for freight expenses, expressage or cartage. No empty packages, cases, boxes, carboys, bottles, etc. will be returned to the bidder or contractors and none will be paid for by the School District. Such empty cases, boxes, etc. may be removed by the bidder or contractor at their expense.
- G. When a catalog reference follows the description of an item, the catalog reference is intended as a means of more fully describing the item in the shortest possible space and is to be regarded as part of the description of the item. All catalogs to which reference is made are available at the Business Office. The use of catalogs is not intended to limit competition.
- H. Each bidder is required to state in its bid the names and places of residence of any and all persons interested in the bid, that the bid is made without any connection with any person making another bid for the same contract, and that it is in all respects fair and without collusion or fraud; also, that no member of the Chariho Regional School Committee or any other officer of the School District, or any person in the employ of the School District is directly or indirectly interested in the bid, or in the materials or supplies, of the work to which it relates, or in any other position of the profits thereof.

- I. The School District reserves the right to accept this bid by items or as a whole, or, in its discretion, reject all bids and re-advertise (Chapter 16-2-18, Title 16 of the General Laws).
- J. Under R.I. Gen. Laws § 16-2-18.1, all contractors associated with this bid shall undergo a national and state criminal background check. The contractor to whom this bid is awarded shall be responsible for providing copies of the background check for each person working under this bid to the Director of Finance and Administration prior to that person commencing work. The contractor shall ensure that no person who has any "disqualifying information" as that term is defined in R.I. Gen. Laws § 16-2-18.1 shall work on the bid. To the extent that the criminal background check reveals any other adverse information, Chariho may, in its sole discretion, prohibit the person from working under the bid.
- K. Delivery will be required to be made to the receiving platform of the school unless the schedule or purchase order issued to the successful bidder thereon indicates otherwise. Where the schedule or purchase order provides for direct delivery to schools, the items must be placed at a point within the building as directed at the place of delivery. The weight, count, measure, etc., will be determined at the points of delivery. The contractor will be required to furnish proof of delivery in every instance. Bulk materials are to be placed on skids or pallets on the receiving platform as directed by receiving personnel. Mixed loads of more than one item, color, size, etc., must be sorted when directed by the receiving personnel. No help unloading will be provided by the School District. Suppliers should notify their truckers accordingly.
- L. Deliveries shall be made between the hours of 9:00 a.m. and 3:00 p.m. on weekdays other than Saturdays and holidays, unless otherwise specified. All materials and supplies must be securely packed in uniform containers, adequately marked as to contents, and delivered without damage or breakage in such units as are specified in the schedule.
- M. Each bidder is requested to read carefully the **Instructions/Conditions to Bidders** and the Specifications. The information contained in the specifications is believed to be reasonably correct, but is not to be considered in any way, as a warranty.
- N. All bids received after the designated time as stated on the **Advertisement for Proposal/Bids** page of this document, will not be considered by the School District and will remain unopened. The bidder assumes the risk of any delay in the mail or in the handling of bids by employees of the School District whether sent by mail or by means of personal delivery; the bidder assumes the responsibility for having his/her bid deposited at the Office of the Director of Administration and Finance.
- O. No bid will be considered from any person whose performance on any previous contract with the School District has been unsatisfactory in the opinion of the School District.
- P. Payment will be made by the School District after presentation of a vendor's invoice, which must be submitted subsequent to delivery and/or performance of the work or services.
- Q. The School District reserves the right to require any bidder to submit a sample either before or after the awarding of the bid to ascertain whether or not the product will be suitable for the purpose for which it is to be used. All samples shall be delivered to a place designated by a representative of the School District. The bidder assumes full responsibility for properly identifying each sample requested by price, and when necessary to do so, the bidder will be responsible for assembling any sample.

- R. In awarding any bid, the School District may select a number of units within a range of 30% above or below the number of units for which a bid was required for such item. The purchase of additional units within 90 days after the bid has been awarded shall be at the same price per unit quoted in the bid.
- S. Whenever, within one year of the final acceptance of the apparatus, equipment, supplies, materials, work or services by the School District, the contractor is notified in writing by the School District that any item of apparatus, equipment, supplies, material, and/or workmanship has proven defective or is not meeting the specification requirements, the bidder shall immediately replace, repair or otherwise correct, as the School District may determine, the defect or deficiency without cost to the School District.
- T. The School District reserves the right to reject any or all bids or any part thereof, or to accept any bids or any part thereof, or to waive any technical defect or any informalities of the bid and to award the contract to other than the lowest bidder if the evidence submitted by or investigation of such a bidder fails to satisfy the School District that such bidder is properly qualified to carry out the obligations of the contract and to satisfactorily complete the work contemplated therein.
- U. No proposals/bids may be withdrawn for a period of thirty (30) calendar days subsequent to the date of the proposal/bid opening.
- V. It is not the intent of these specifications to limit the bidding to any one bidder, but it is the intent to define the essential minimum requirements as to quality of materials, construction, finish and overall workmanship. Minor variations from the specified methods and details of construction will be considered by the School District for acceptability; providing quality, workmanship, economy of operation, maintenance, service and suitability for the purpose for which the equipment is intended, is not impaired. No substitutions for materials specified will be accepted.
- W. The successful bidder shall furnish all necessary materials and labor to install, in place, all equipment ready for operation shown on the drawings and called for in the Equipment Specifications. All such material, equipment, and the like shall be installed in place, which shall consist of delivery to the building, unpacking, assembling and setting in place all items, all machinery and the like to be cleaned thoroughly.
- X. The successful bidder shall remove all dirt, rubbish, debris and the like caused by its installation from the premises as the work progresses.
- Y. The successful bidder must take into consideration that school sessions may be in operation and must be continued as usual during the progress of the work.
- Z. When stated in the specifications, the successful bidder shall prepare all shop drawings of all items called for, and submit prints, cuts, brochures and the like in quadruplicate or more, as requested to the School District, for approval before fabrication and/or installation.
- AA. The successful bidder shall furnish the School District with all applicable operating and maintenance brochures for all equipment and accessories purchased by the School District.
- BB. When stated in the specifications:
 - 1. The bidder must submit the bid proposal on Bid Forms accompanying the specification and must itemize the bid according to the list of items and totals as

applicable on separate sheets attached to the Bid Form.

2. Before submitting a proposal, bidders shall carefully examine the drawings and specifications and further inform themselves as to all existing conditions concerning the solicitation. Should a bidder find any discrepancies in or omissions from the specifications or drawings or have any doubt as to their meaning, the bidder shall notify the School District who will make clarifications. The bidder shall be responsible for all work on plans as well as in "Equipment Schedule".

CC. Bidder must submit the following data with the proposal.

1. The successful bidder must, upon request, furnish evidence of financial responsibility.
2. A list of other installations of similar equipment specified herein, which the School District may easily visit for inspection.
3. A plan, with elevations, showing any variations in design, arrangement, sizes and the like which bidder proposes to furnish as different from those called for in the specifications.
4. Cuts of each item proposed as alternate equipment to that specified, with a list of any variation from specified methods and details of construction and from specified designs. The bidder shall state in the proposal the number of days required to complete installation of this equipment from the date of authorization to proceed with the work.

DD. The School District may, subject to the following provisions, by written notice of default to the contractor, terminate the whole or any part of this contract in any one of the following circumstances:

1. If the contractor fails to make delivery of the supplies or to perform the services within the time specified herein or any extensions thereof; or if the contractor fails to perform any of the other provisions of this contract, or fails to make progress such as to endanger performance of this contract in accordance with its terms and in either of these two circumstances does not remedy such failure within a period of 10 days after receipt of notice from the Director of Administration and Finance specifying such failure.
2. In the event the School District terminates this contract in whole or in part, the School District may procure, upon such terms and in such manner as the School Committee may deem appropriate, supplies or services similar to those so terminated, and the contractor shall be liable to the School District for any excess costs for such similar supplies or services: Provided, that the contractor shall continue the performance of this contract to the extent not terminated under the provisions of this clause.

EE. The contractor shall pay the prevailing wage rates. The contractor shall comply with all of the labor laws of the State of Rhode Island, and under no condition shall the contractor, sub-contractor or their employees obstruct any person employed by the School District. The State Labor Laws, particularly Title 37, Chapter 13, General Laws of Rhode Island as amended, prevailing wage scales, state, and local building codes and ordinances must be complied with at all times. All costs, fees and permits are to be paid by the contractor. The

contractor shall make every effort to utilize local labor, if at all possible. Additional information can be found at: <http://www.dlt.ri.gov/pw/> or by calling the RI Dept. of Labor & Training, Division of Professional Regulation at (401) 462-8541. Rhode Island building trade rates can be found at: <http://www.access.gpo.gov/davisbacon/ri.html>

II. Insurance Summary:

- A. The contractor shall provide insurance as delineated below:
- B. The School District shall be named as an additional insured.
- C. The contractor shall submit a certificate of insurance with bid proposal.
 - 1. Workers' Compensation:
 - a. State-Statutory
 - b. Employer's Liability - \$500,000
 - 2. Comprehensive General Liability:(Including Premises-Operations; Independent Contractors Protective; Broad Form Property Damage, Products & Completed Operations).
 - a. Bodily Injury, Property Damage, Contractual Liability & Personal Injury
 - i. \$1,000,000 - Each Occurrence
 - ii. \$2,000,000 - Annual Aggregate
 - iii. Property Damage Liability Insurance will provide X, C, or U coverage as applicable.
 - iv. Products and completed Operations are to be maintained for one year after final payment.
 - v. Personal Injury, with Employment Exclusion Deleted:
 - 3. Comprehensive Automobile Liability:
 - a. Bodily Injury: \$500,000 - Each Person; \$1,000,000 Each Occurrence
 - b. Property Damage: \$500,000 - Each Occurrence
 - 4. Commercial Umbrella Excess Liability
 - a. \$1,000,000 - Each Occurrence
 - b. \$1,000,000 - Annual Aggregate
 - 5. Builders Risk Coverage
 - a. All Risk
 - b. As required, maximum deductible of \$1,000

III. Conditions:

- A. All bids must be submitted via BidNet and addressed to Director of Administration, Chariho Regional School District, 455A Switch Road, Wood River Junction, RI 02894, at or before 11:30 AM, May X, 2024. No quotes, changes, or amendments to any quotes submitted after that hour and date will be considered. It shall be the sole responsibility of the bidder to deliver his/her quote to the Office of the Director of Administration via BidNet on or before the closing hour and date.
- B. The bidder is not to separate the instructions, conditions, specifications and bid contract form from the proposal form and must return the same complete.
- C. The bidder will complete the bid contract form.
- D. The bidder agrees to all stipulations noted in the instructions to bidders.

- E. The bidder will supply a complete description of each item bid upon.
- F. When applicable, all individuals involved in installation of this project must provide proof of having successfully completed the ten-hour safety-training program required by the RI Division of Occupational Safety.
- G. References and prior work performed for Chariho Regional School District will be used in the bid evaluation process.

IV. General Scope and Services:

Bid is predicated on an estimated usage of 185,000 gallons of #2 Fuel Oil.

A. The Bid price is to be arrived at by the following method:

1. A fixed add to the low posting of #2 fuel oil as listed in the Journal of Commerce on March 15, 2024 Providence, Rhode Island.
2. The fixed add will remain constant and be added to the low posting of #2 Fuel Oil as listed in the Journal of Commerce; Providence, Rhode Island, on the date of delivery. The aforementioned procedure will be utilized to determine price per gallon for billing.
3. The term of this agreement shall be FY25, beginning July 1, 2024 and continuing through June 30, 2027. The District will have the option of extending the Fuel Oil Bid for each of the two (2) subsequent fiscal years.

B. Fuel oil deliveries are to be made to the following locations:

Location	Address	Type of Tank	Size
Charlestown Elem. School	363 Carolina Back Rd. Charlestown, RI	Scat Tank (above ground)	8,000 gal.
Chariho High School	453 Switch Rd. Wood River Jct., RI	Scat Tank (above ground)	10,000 gal.
Chariho Middle School	455B Switch Rd. Wood River Jct., RI	Above ground tank * Scully Fill Adapter needed	8,000 gal.
Hope Valley Elem. School	Main Street Hope Valley, RI	Scat Tank (above ground)	5,000 gal.
Richmond Elem. School	190 Kingstown Rd. Wyoming, RI	Scat Tank (above ground)	8,000 gal.
Chariho Career & Technical Center	457 Switch Road Wood River Jct., RI	Above ground	3,000 gal.
Administration Building	455A Switch Rd. Wood River Jct., RI	Scat Tank (above ground)	500 gal.

- C. In the event of any spill, being greater than a gallon, the driver must notify Chariho Management, 401-364-3260, immediately along with driver's responsibility for clean-up.
- D. Locks on gates and fill lines will be locked and checked by driver when fills are completed. **

- E. The fixed add quote will be extended to the municipalities of Charlestown, Hopkinton, Richmond and the Hope Valley Wyoming Fire District; if they choose to participate in the bid.
- F. All perspective bidders are encouraged to visit each site to ensure proper access is available for deliveries.
- G. The bidder must submit, with the bid proposal, a certificate of insurance as outlined in the insurance summary of this document.
- H. Provide with the bid proposal, three (3) references, and number of delivery trucks, size and location of fuel storage facilities, number of years in business, number of employees.
- I. NOTE: A bond to determine if new elementary schools are supported by voters will be held on May 7th, 2024. As a result there may be reductions or additions to elementary tank sizes, and consumption amounts, over the next (5) five years.

**** All deliveries are to tank locations. All deliveries must be by metered trucks and must be scheduled on a degree day basis by the supplier to preclude the possibility of Chariho running out of oil ever. Alternate methods to ensure facilities are never in jeopardy of running out of oil will be considered. The company/driver shall be responsible to immediately remediate any spillage during the filling process.**

VII. Bid and Contract Form:

Fuel Oil Bid

Whereas, the Chariho Regional School District has duly asked for bids for the supply of goods and/or services in accordance with the aforementioned specifications;

The person or entity below does irrevocably offer to perform the services and/or furnish the goods in accordance with the specifications which are hereby incorporated by reference in exchange for the bid price below;

The offer shall remain open and irrevocable until the Chariho Regional School District shall transform the bid into a contract.

Company Name			
Company Street Address			
City		State, Zip	
Bidder's Signature			
Printed Name		Title	
Date		Phone Number	
Fax Number		Email	

Fixed Add Per Gallon FY25 – July 1, 20xx – June 30, 20xx	\$
Fixed Add Per Gallon FY26 – July 1, 202x – June 30, 202x	\$
Fixed Add Per Gallon FY27 – July 1, 202x – June 30, 202x	\$
Option yr 1 - Fixed Add Per Gallon FY28 – July 1, 202x – June 30, 202x	\$
Option yr 2 - Fixed Add Per Gallon FY29 – July 1, 202x – June 30, 202x	\$

Required with bid submission

Three (3) references
Number of delivery trucks and size
Location of fuel storage facilities
Number of years in business
Number of employees