

**WARWICK SCHOOL COMMITTEE SPECIAL MEETING  
TUESDAY, MAY 21, 2019  
WARWICK VETERANS MIDDLE SCHOOL AUDITORIUM  
AGENDA**

- 5:15 PM Public Meeting with Agenda Items as follows:
- A. **Call to Order** **Ms. Bachus**
- B. Vote to go into closed session for discussion and/or action regarding those items of business exempt from open meetings under General Laws of Rhode Island RIGL 42-46-5 (a (1)), (a (2)), (a (4)), (a(9)).
- Discussion Items**
1. Collective Bargaining/Litigation
    - A. Discussion/Action: WTU Grievance #575 under General Laws of Rhode Island, 42-46-5 (a)(9)
  2. Personnel Matters
    - A. Discussion/Action: Layoffs of Certified Teachers as Presented
  3. Litigation/Mediation
    - A. Discussion/Action: Warwick School Committee/City of Warwick Budget
  4. Litigation/Legal Advice
    - A. Discussion/Action: FY2020 School Committee ADOPTED Recommended Budget
  5. Litigation
    - A. Discussion/Action: Joseph Bleczinski v. Warwick School Committee under Rhode Island General Laws, 42-26-5 (a)(2)
- 7:00 PM **Return to Open Session**
- Pledge of Allegiance**
- National Anthem**
- C. Vote to seal minutes of Executive Session
- D. Votes taken in Executive Session
- E. Votes on Joseph Bleczinski v. Warwick School Committee
- F.
  1. **Recommended Actions**
    - A. Approval of Minutes of Public Session(s)  
-April 25, 2019
  2. **Announcements-Personnel-As Presented**
    - A. Layoffs of Certified Teachers as Presented in Executive Session
    - B. Appointment(s)/Assignment(s)/Reorganization(s)
      1. Classified
- G. **Public Comment on Agenda Discussion Items Only**
- H. **Unfinished Business**
  1. Discussion Action: Bid Award-School Dentist
- I. **New Business**
  1. Discussion/Action: Contract Awards 1-3-Consent as Presented
    1. Document Cameras, Winman Middle School

2. Mediation Performance Audit
3. Mechanical Repair, Park School

2. Discussion/Action: School Lunch Donations
3. Discussion/Action: FY2020 School Committee ADOPTED Recommended Budget-Possible Revisions

J. **Adoption of Policies**

1. Policy DJC-Bidding Requirements, 2nd Reading
2. Policy EFB-Free and Reduced Price Food Services, 2nd Reading
3. Policy EAAA-Walkers and Riders, 1st Reading
4. Policy-Gifts to the School District, 1st Reading

K. **Adjournment**

If an interpreter is needed, please contact the Special Services Office three (3) business days prior to the meeting by calling 401-734-3051. Hearing impaired persons may obtain assistance by calling 1-800-745-5555 TDD, 48 hours prior to the meeting. Warwick Public Schools do not discriminate on the basis of age, sex, sexual orientation, race, religion, national origin, color, or disability, in accordance with applicable laws and regulations.

Karen Bachus, Chair  
David Testa

Judith Cobden, Vice Chair  
Kyle Adams  
Posted: May 17, 2019

Nathaniel Cornell, Clerk  
Philip Thornton, Ed.D., Superintendent



Philip Thornton, Ed.D., Superintendent  
Warwick Public Schools  
philip.thornton@warwickschools.org

TO: Philip Thornton, Ed.D., Superintendent  
FROM: Anthony Ferrucci, Executive Director Finance & Operations  
DATE: 05-16-19  
SUBJECT: Fy2020 School Committee ADOPTED Recommended Budget-CONSIDER REVISING

On Thursday, April 25, 2019 by a vote of 5-0, Warwick Public School's School Committee ADOPTED a Fy2020 Recommended Operating Budget. That Budget totaled \$174,433,431 of which the local support contribution would need to rise by \$8,533,002. If the City Council supported this recommended budget, the total local contribution to the School Department would be \$132,515,466.

Over the past three weeks, two significant issues have risen that the School Committee has asked to be considered before the School Department appears before City Council seeking funding for Fy2020.

Issue 1 – Annual Pension Contribution to the Non-Certified locally administered pension plan. According to the most recent Actuarial report for the plan, a range of recommended contributions to the plan for the July 2018 to June 2019 school year would be \$1,000,253 to \$1,248,580. A copy of the letter indicating this range from USI Consulting Group is attached. Seeing that the Fy2019 school year budget is \$1,800,000, there appears to be an opportunity to reduce the Fy2020 contribution to one of these amounts thereby setting the program up to average out over a two year period.

One note of caution raised by USI Consulting, as documented in the email dated April 23, 2019, due to the need to use different mortality tables beginning in January 2019, next year's Actuarial report may report that the annual contribution may need to go as high as \$1,900,000. A copy of the email is also attached.

What needs to be decided is if an adjustment to the current adopted budget contribution of \$1,800,000 is appropriate and if not, to what extent should the budget be adjusted?

Issue 2 – Summer School cut and its impact on Seniors that may need the additional time and credit in order to graduate. Mr. Robert Littlefield has been exploring options to meet this potential community concern. At this time it appears a targeted Senior summer school program can be conducted for a cost of \$20,000. Mr. Littlefield would like the opportunity to have these additional funds added to the Fy2020 proposed budget to meet this community concern.

We are requesting that the School Committee consider adopting a REVISED RECOMMENDED Fy2020 Budget at their next meeting, which is scheduled for Tuesday, May 21, 2019. If there is an approved revision, we would communicate these changes to the Mayor and City Council prior to our public presentation of the School Committee's budget to City Council, which we understand is to be scheduled sometime on the 29<sup>th</sup> or 30<sup>th</sup> of May.

Thank you.



**CONSULTING GROUP**

September 28, 2018

CONFIDENTIAL

Mr. Anthony Ferrucci  
Warwick School Department  
34 Warwick Lake Avenue  
Warwick, RI 02889

**Re: Warwick School Committee Employee Retirement Plan**

Dear Tony:

We are pleased to present our revised actuarial valuation report for the plan year beginning July 1, 2018. A summary of the principal results of the report is provided for your convenience. Details supporting the cost calculations are also included, as well as other information designed to assist you and your accountant in preparing your reports.

The minimum contribution for the plan year ending June 30, 2019 is \$1,000,253. The alternate contribution to the plan is \$1,248,580.

I would be happy to answer any questions you may have regarding this report.

Sincerely,

USI Consulting Group

A handwritten signature in black ink, appearing to read "Bill Beck".

Bill Beck, EA, MAAA  
Associate Vice President and Actuary



Anthony Ferrucci &lt;anthony.ferrucci@warwickschools.org&gt;

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**RE: Public Plan Mortality**

1 message

Tim Ryor &lt;tim.ryor@usi.com&gt;

Tue, Apr 23, 2019 at 6:53 PM

To: Bill Beck &lt;Bill.Beck@uai.com&gt;, Anthony Ferrucci &lt;anthony.ferrucci@warwickschools.org&gt;

Cc: Ryan Wilson &lt;Ryan.Wilson@usi.com&gt;

Tony –

Just a quick follow up on Bill's email to document part of our conversation at today's meeting. Bill is using "may cause a larger increase" below in the context of the pending experience study. As we discussed, a change in the plan's mortality table is typically made in the context of an experience study where all the actuarial assumptions are reviewed. There is a possibility that some of the changes made as a result of the experience study move in the other direction so the net impact of all changes could produce increases or decreases in the liability and resulting ADC calculation. That said, independent of any other changes (whose impact at this time is uncertain) the change to the new mortality table is expected to increase liabilities and the gross normal cost by 6-8% which by itself will definitely increase the ADC.

To put that in perspective, a 7% increase in liabilities and gross normal cost would increase the current alternate contribution of \$1.25 million to about \$1.9 million. The disproportional increase is due to the leveraged impact on the amortization of unfunded liabilities. A 7% increase in liabilities adds about \$4 million to the unfunded liabilities which roughly doubles the current amount. The normal cost is also disproportionately impacted because the gross normal will increase by 7% and the offsetting employee contribution do not change. These two factors are why a 7% increase in liabilities and gross normal cost translate to a 52% increase in calculated contribution.

Please let Bill or me know if you have any questions or need additional information.

Thank you,

Tim

TIMOTHY A. RYOR, FCA, FSPA, EA, MAAA  
Senior Vice President and DB Practice Leader

USI Consulting Group

95 Glastonbury Blvd, Suite 102, Glastonbury, CT 06033

p: 860.368.2921 | c: 860.372.2727

[tim.ryor@usi.com](mailto:tim.ryor@usi.com) | [www.usicg.com](http://www.usicg.com) | [www.usi.com](http://www.usi.com)

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**From:** Bill Beck <Bill.Beck@usi.com>  
**Sent:** Tuesday, April 23, 2019 5:27 PM  
**To:** Anthony Ferrucci <anthony.ferrucci@warwickschools.org>  
**Cc:** Tim Ryor <tjm.ryor@usi.com>; Ryan Wilson <Ryan.Wilson@usi.com>  
**Subject:** Public Plan Mortality

Tony,

The Society of Actuaries have recently released the Public Plan Mortality Study this past January (attached file: pub-2019-mort-report.pdf). On Page 53 of the attached report, Table 11.3 shows the approximate increases of the liability compared to previous published mortality tables. Currently, your plan is using the 2018 IRS mortality tables based on the RP-2000 Mortality Table using Generational Scaling AA. When we compare this table to the RP-2008, MP-2017 (mortality based on "corporate" plan experience), it produces an increase of 3%-4% in the liability. In the Public Plan Mortality Report, the report is approximating the increase from the RP-2008, MP-2017 to the Public Plan Mortality for General Employees to be an additional 3%-4% increase in liabilities. This could represent a total increase in liabilities of 6%-8%. In other words, this would increase your Actuarial Accrued Liability by about 6%-8% which may cause a larger increase in the Actuarially Determined Contribution for upcoming years.

Also, attached is the Actuarial Standards of Practice No. 35 which Actuaries will follow in selecting demographic assumptions for the pension plan. Based on the size of the DB plan, the actuary should use the latest industry standard related to your plan.

In the introductory summary of GASB 68 (page II), it states "Unless otherwise specified by this Statement, all assumptions underlying the determination of the total pension liability and related measures set forth by this Statement are required to be made in conformity with Actuarial Standards of Practice issued by the Actuarial Standards Board."

Please let me know if you have any questions or if you would like to schedule a call to discuss.

Thank you.

Bill

BILL BECK, E.A.,M.A.A.A.  
Associate Vice President and Actuary

USI Consulting Group

95 Glastonbury Boulevard, Suite 102, Glastonbury, CT 06033

5/14/2018

Warwick Public Schools Mail - RE: Public Plan Mortality

p: 800.358.2918 | f: 610.537.9280 | VOIP 32918

bill.beck@usi.com | www.uslog.com | www.usi.com



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The information contained herein is for general information purposes and should not be considered legal advice. USI does not give legal or tax advice. This communication does not create an attorney-client relationship.



Philip Thornton, Ed.D., Superintendent  
Warwick Public Schools  
philip.thornton@warwickschools.org

TO: Philip Thornton, Ed. D Superintendent  
FROM: Anthony Ferrucci, Exe. Director of Finance & Operations  
DATE: May 15, 2019  
SUBJECT: Contract Award–CONSENT AGENDA-District Purchases below \$5,000.00

At the School Committee meeting on Tuesday, March 12, 2019, the School Committee issued a Budget Freeze Directive which included suspending current School Committee purchasing policies until June 30, 2019. One of the directives was that the School Committee would vote to approve all expenses in excess of \$1,000.00.

As an agenda item on upcoming School Committee meetings, administration will be presenting those expenses ranging from \$1,000.00 to \$4,999.00 as a consent agenda item. If a School Committee member wishes to remove one to all of the items being recommended by administration, they may do so by referencing the index number of a particular document for individual consideration.

At the School Committee meeting on Tuesday May 21, 2019, the following purchases, which are all a budgeted expense, are being recommended:

Document

<u>Index #</u>	<u>Department/Program</u>	<u>Company</u>	<u>Cost</u>
1	Winman MS- Document Cameras	IPEVO, Inc.	\$1,990.00
2	Mediation-Performance Audit	Robert Hicks	\$1,225.00
3	Maintenance-Mechanical Repair	Webb, CO FW	\$1,030.00

At the School Committee meeting Directors, Budget Managers and those staff noted in each document will be in attendance and available to answer any questions as they may relate to their particular recommendation.

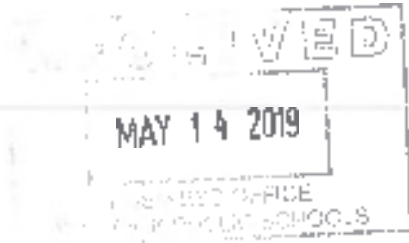


Requisition

Req # 00007993

PO #

Date: 05/14/19



Bill To: Warwick Public Schools  
69 Draper Ave  
Warwick RI 02889

Ship To: WINGMAN JUNIOR HIGH  
575 CENTERVILLE ROAD  
WARWICK RI 02886

Contact: A. MOORE  
401-298-6366

Vendor: 21665  
IPEVO, INC  
440 N. WOLFE ROAD  
SLIKKYVALE CA 94085

Contract No:  
Special Instructions:

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
10 DC	EA	TPRAN V7-R (10MP/1060 10.4) Model 3 MP Document Camera	191.00	1,910.00
		Account No	Encumbrance	
		19 18000000 04039 512 10 0000-55501-0000-0102500	1,990.00	
			Freight	.00
			Total	1,990.00

5-14-19 Lynn Prentice to approve emailed

Authorized By:

*[Signature]*  
Kathleen Howell 5-14-19

5-14-19 *[Signature]*

**WARWICK PUBLIC SCHOOLS  
DIRECT PAYMENT**

**Type of Payment**

General Funds       Grants       Mult. Responsibility

Requestor: Catherine Bonang Title: Secretary

Date: 5/7/19 School/Department: Superintendent

Vendor Code: 19829 Original Invoice/Document #: 3

(Must be attached)

Vendor Name: Robert Hicks

Vendor Address: 29 Abbey Road  
Wakefield, RI 02879

Phone #: 401-932-5525 Fax #: \_\_\_\_\_

**Brief description of goods/services**

Performance Audit-April 2019

UCOA No. xxx-xxxxxxx-xxxxx-xx-xx-xxxx-xxxx-xxxx-xxxxxxx	BALANCE	TOTAL
19-10000000-01101-531-10-2500-53101-0000-070000		\$ 1,225.00
Total		\$ 1,225.00

**Special instructions/comments:**

Requested by: *C. Bonang*

Approved by: \_\_\_\_\_

Approved by: \_\_\_\_\_

*Second signature needed only for multiple responsibility transactions.*

Chief Budget Officer: \_\_\_\_\_ Date: \_\_\_\_\_

*For transactions of \$500 or more.*

Reason for return: \_\_\_\_\_

\_\_\_\_ Funds    \_\_\_\_ Back up    \_\_\_\_ Approvals    \_\_\_\_ Vendor    \_\_\_\_ Invalid Code

Initials: \_\_\_\_\_ Date: \_\_\_\_\_ 5/20/2015

Funds Transferred on \_\_\_\_\_ By: \_\_\_\_\_

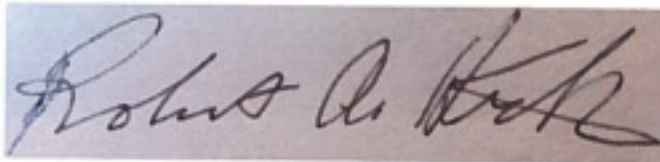
Robert Hicks  
29 Abbey Road  
Wakefield, RI 02879

May 3, 2019

RECEIVED  
MAY 03 2019  
SUPERINTENDENT  
WARWICK PUBLIC SCHOOLS

To: Warwick Public Schools c/o Catherine Bonang  
From: Robert Hicks  
RE: PERFORMANCE AUDIT INVOICE #3

April 4, 2019	2 hours @ \$175	\$350
<u>April 29, 2019</u>	<u>5 hours @ \$175</u>	<u>\$875</u>
TOTAL		\$1,225



Requisition

Req # 00007975

PO #

Date: 04/30/19

RECEIVED

MAY 07 2019

BUSINESS OFFICE  
WARWICK PUBLIC SCHOOLS

Bill To: Warwick Public Schools  
69 Draper Ave

Warwick RI 02889

Ship To: WARWICK PUBLIC SCHOOLS / MAINT DEPT  
150 DRAFFER AVENUE  
WARWICK RI 02889

Vendor: 42857

WEBB CO P W  
160 MIDDLESEX TURNPIKE  
BEDFORD MA 01730

RECEIVED

MAY 07 2019

BUSINESS OFFICE  
WARWICK PUBLIC SCHOOLS

Contact: Erica Oliver  
401-734-3012

Contract No:

Special Instructions:

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
1.00		Replace the mechanical seal, shaft sleeve and casing gasket, and motor bearings.	1,030.00	1,030.00
1.00		As per your quote #02488 on 03/16/2019		.00
		Account No	Encumbrance	
		✓ 15-10000000-01012-121-10-2500-00217-0000-00000000 no funds	1,030.00	
			Fra ght	.00
			Total	1,030.00

Authorized By: Yhule 5/2/19  
Kater Kerselle 5-7-19

5-8-19

Ds/14/16



# F.W. WEBB COMPANY

3 SLATER ROAD  
CRANSTON, RI 02920-4158  
Phone: 401-463-8300 Fax: 401-463-6056

This is your Quotation from F.W. Webb Company.  
Please review the products listed on this quotation for accuracy and completeness.

Quotation number  
892489

Ship to  
Warwick Public Schools - C/O Fw  
Webb Pump  
3 Slater Road  
Cranston, RI 02920-4458  
Job: Park Elementary

Bill to:  
Warwick Public Schools  
  
60 Draper Ave  
Warwick, RI 02889-5046  
401-734-9094

Quote Date:  
03/11/2019

Cust.Nbr:  
78468

Customer PO:  
QUOTE PUMP  
REPAIR

Ref:

Job:  
PARK  
ELEMENTARY

Quoted By: JTO  
Requested: 03/18/2019

Quantity	Description	Net Price	Total
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REF: PARK ELEMENTARY SCHOOL  
DROPPED OFF AT OUR SHOP BY RAY

TACO CM2008 B2C950093 - 3/4 IP PUMP

REPLACE THE MECHANICAL SEAL (HARDFACE  
SEAT), SHAFT SLEEVE AND CASING GASKET,  
AND MOTOR BEARINGS.

SANDBLAST, PAINT AND ASSEMBLE

1	Pumps & Repair Parts *PUM892489 4repair Taco Cm2008 Pump	\$1,030.00	\$1,030.00
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REPAIR TIME - 1 WEEK

FREIGHT FOR PARTS: PREPAID AND ADDED

*JK Newell*



Philip Thornton, Ed.D., Superintendent  
Warwick Public Schools  
philip.thornton@warwickschools.org

TO: Philip Thornton, Ed. D. Superintendent  
FROM: Anthony Ferrucci, Exe. Director of Finance & Operations  
DATE: May 9, 2019  
SUBJECT: Bid Award – School Dentist Bid #19-0016

Attached are copies of Ms. Camely Machado and Dr. Jennifer Connolly's recommendation to award a bid for school dental services.

Upon review of the documents provided and acknowledging that the School Committee's ADOPTED Recommended Budget for Fy2020 has budgeted amounts for this service, I concur with their recommendation to award this bid as follows:

<u>Company</u>	<u>Description</u>	<u>Cost</u>
George Resnevic, DMD	Three Year Bid Award 07/01/19-06/30/22 School Dental services, as proposed.	
	School Year 2019-2020	\$10,450.00
	School Year 2020-2021	\$10,700.00
	School Year 2021-2022	<u>\$10,950.00</u>
TOTAL:		\$32,100.00

We are requesting that the School Committee consider awarding this bid at the next meeting scheduled for Tuesday, May 14, 2019.

At the meeting Dr. Connolly will be available to answer any questions as they may relate to this recommendation.

Thank you.



Philip Thornton, Ed.D., Superintendent  
[philip.thornton@warwickschools.org](mailto:philip.thornton@warwickschools.org)

CAMELY MACHADO, COORDINATOR  
Non-Instructional Services  
[Camely.Machado@warwickschools.org](mailto:Camely.Machado@warwickschools.org)

69 Draper Avenue  
Warwick, Rhode Island 02889  
TEL (401) 734-3035

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**TO:** Anthony Ferrucci  
**FROM:** Camely Machado  
**DATE:** April 10, 2019  
**SUBJECT:** 3-Year Licensed Dentist 19-0016

Documents for the 3-Year Licensed Dentist 19-0016 were issued on Tuesday March 19, 2019. On Tuesday, April 2, 2019, a single proposal was submitted by George Resnevic, DMD.

Annual Rate

2019-2020	2020-2021	2021-2022
\$10,450.00	\$10,700.00	\$10,950.00

Dr. Connolly has accepted the proposal and would like to award Dr. Resnevic the bid. Please see the information and bid documents to support the recommendations. Please add this request to the next School Committee meeting.



Philip Thornton, Ed.D., Superintendent  
[philip.thornton@warwickschools.org](mailto:philip.thornton@warwickschools.org)

Jennifer Connolly, Ph.D.  
Director of Special Services  
[jennifer.connolly@warwickschools.org](mailto:jennifer.connolly@warwickschools.org)  
401-734-3059

Christine Cobb, Assistant Director  
[christine.cobb@warwickschools.org](mailto:christine.cobb@warwickschools.org)  
401-734-3054

Jennifer Roy, Assistant Director  
[jennifer.roy@warwickschools.org](mailto:jennifer.roy@warwickschools.org)  
401-734-3053

To: Camely Machado, Coordinator of Non-Instructional Services  
From: Dr. Jennifer Connolly, Director of Special Services  
Date: April 5, 2019  
Re: Bid#19-0016

Please accept the proposed dental bid from George Resnevic, DMD for the continuation of his services for the 2019-2020 school year.

Thank you for your assistance.

JC:pf



## WARWICK SCHOOL DEPARTMENT POLICY REGARDING GIFTS TO THE SCHOOL DISTRICT

The Warwick School Committee recognizes that individuals and organizations in the community may wish to make monetary donations to the Warwick Public Schools. Any monetary gift or donation to the District can be accepted only by School Committee approval.

The School Committee shall not authorize acceptance of gifts that are inappropriate, which carry with them unsuitable conditions or which will obligate the District to future expenditures from the general fund which are out of proportion to the value of the gift. All gifts will become District property and will be accepted without obligation relative to use.

### Unsolicited Gifts or Donations to the District

Money donated by booster clubs or other groups or patrons to support specific teams or extra-curricular activities are not to result in unacceptable levels of disparity of allocation favoring one team or gender.

### Solicited Gifts or Donations to the District

Certificated staff seeking monetary donations for their classroom must obtain prior approval from the building principal. Other staff or administrators seeking monetary donations to benefit an entire school or the District as a whole must obtain prior approval from the Superintendent or his/her designee. In no event will any commitment be made by a staff member or other individuals in return for any monetary gift to the District or to a school or department without the School Committee's authorization.

All donors seeking to make a monetary donation to the District, shall fill out the following form, to be submitted to the School Committee for approval:



Philip Thornton, Ed.D., Superintendent  
philip.thornton@warwickschools.org

**GIFTS TO THE DISTRICT**

Directions: This report is to be submitted to the superintendent for each gift of material or monetary value. The report is to be submitted as the gifts are received.

Any monetary gift to the district shall be subject to School Committee approval. The School Committee shall not authorize gifts that are inappropriate, which carry with them unsuitable conditions, or which shall obligate the district to future expenditures from the general fund which are out of proportion to the value of the gift. All gifts shall become district property and shall be accepted without obligation relative to use and/or disposal.

With the Board’s approval the district would like to accept the following gift(s):

School (if a particular school): \_\_\_\_\_

Date gift received: \_\_\_\_\_

Donor(s): \_\_\_\_\_

Donor address: \_\_\_\_\_

Donor email address: \_\_\_\_\_

Approximate value of gift (s): \_\_\_\_\_

Designated use: \_\_\_\_\_

If this is a monetary gift to be used toward school lunch debt, do you agree to have this money utilized at the end of the school year and distributed in an equitable manner amongst all accounts? \_\_\_\_\_

If not, how would you like this monetary gift to the school lunch debt fund distributed?

Will this donation create a gender inequity in activities and/or facilities? \_\_\_\_\_

If yes, was the donor made aware of Title IX Rules and implications? \_\_\_\_\_

Do you wish to remain anonymous to the public? \_\_\_\_\_

Are there any other special conditions on the gift? If so, please list them:

\_\_\_\_\_  
Please mail this form and your donation to: Warwick Public Schools, Superintendent’s Office, 69 Draper Avenue, Warwick, Rhode Island 02889

A signed copy of the form will be returned for your records.

\_\_\_\_\_  
Donor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Board Chairperson

\_\_\_\_\_  
Date

69 Draper Avenue, Warwick, Rhode Island 02889

401-734-3101 | [www.warwickschools.org](http://www.warwickschools.org)

WARWICK PUBLIC SCHOOLS DO NOT DISCRIMINATE ON THE BASIS OF AGE, SEXUAL ORIENTATION, RACE, RELIGION, NATIONAL ORIGIN, COLOR, OR DISABILITY IN ACCORDANCE WITH APPLICABLE LAWS AND REGULATIONS.

## FREE AND REDUCED PRICE FOOD SERVICES

The Warwick Public School District and the Food Service Vendor are committed to providing meals to students who choose to participate in the program, however, there is a responsibility on the part of the students and parents to satisfy all financial obligations to the lunch program.

The Warwick Public School District and the Food Service Vendor encourage parents and guardians to prepay meals for their children thereby eliminating situations that could develop during lunchtime over money owed. Prepayments for lunch and breakfast can be made via check or through the online payment website. Cash and check payments will continue to be accepted at each school, however, payment made through the online payment system is preferred. Adults do not have charge on account privileges. Meals must be prepaid or be paid for at the time a lunch is requested.

Warwick Public Schools acknowledges that student performance is impacted by a student's food intake during any given day. Warwick Public Schools will allow students with lunch/breakfast debt to charge a breakfast and/or lunch, with payment expected to be made within the next two (2) school days. Students with funds owed will not be allowed to buy a la carte items.

The following procedures for clearing student lunch account balances will be implemented.

### **Elementary (K-5)**

1. A weekly list showing students that have funds owed to the lunch program will be generated by the Food Service Coordinator. This list, along with letters addressed to the parents/guardians of students with negative balances will be sent to the building principals. The letter will indicate what is owed, provide information on how to make restitution, and provide information on how to apply for free or reduced lunch.
2. The building principal will contact the parent to alert him/her of the letter and will send the letter home.
3. If the debt is not cleared or a payment plan established within one week from the first notice, the Food Service Coordinator will mail out a 2nd notice.

- ~~4. In the event that the debt is not cleared or a payment plan established following the 2nd notice, the only meal option that will be made available to the student will be a sunbutter & jelly sandwich meal. This is a standard item on the school lunch menu and includes vegetables, fruit and milk, in compliance with USDA standards surrounding reimbursable meals. Since it is a meal, the full price of the meal will be charged to the student's account.~~
- ~~5. In situations where the building Principal or other authorized adult wishes to provide a student a meal, he/she must sign an authorization form which is to be presented to and held by the school lunch cashier. The building Principal or authorized adult will be responsible for assuring payments for such authorized meals. A copy of the completed authorization form shall be kept on file for the duration of the school year.~~
6. If the debt is not cleared or a payment plan established within a week of the 2nd notice the Coordinator of Non-Instructional Services will send a letter to reinforce the need for payment before moving forward with formal debt collections.
7. If the debt is not cleared or a payment plan established within a week from the 3rd notice, the Executive Director of Operations and Finance will notify families that the account is being turned over to the legal department for pursuit through small claims court.
8. Families owing money at the end of the year will be called in for a conference with the principal.

### **Secondary (6-12)**

9. Secondary schools will receive a list & 1<sup>st</sup> notice letters weekly of those students owing more than Five Dollars (\$5.00) generated by the Food Service Coordinator. The letter will indicate what is owed, provide information on how to make restitution, and provide information on how to apply for free or reduced lunch.
10. The guidance counselors and administrative team will contact the parent to alert him/her of the letter and will send the letter home.
11. If the debt is not cleared or a payment plan established within one week from the first notice, the Food Service Coordinator will mail out a 2nd notice.
- ~~12. In the event that the debt is not cleared or a payment plan established following the 2nd notice, the only meal option that will be made available to the student will be a sunbutter & jelly sandwich meal. This is a standard item on the school lunch menu. The meal will include vegetables, fruit and milk, in compliance with USDA standards surrounding reimbursable meals. Since it is a meal, the full price of the meal will be charged to the student's account.~~



WALKERS AND RIDERS

Riding Limits

Students living in the City shall be entitled to transportation between established bus stops and schools located within the City in accordance with the following table of riding limits:

<u>Grade</u>	<u>Home to School</u>
K	$\frac{1}{2}$ mile
1-2	$\frac{3}{4}$ mile
3-5	1 $\frac{1}{4}$ miles
<u>K-5</u>	<u><math>\frac{3}{4}</math> miles</u>
Middle School (6-8)	1 $\frac{3}{4}$ miles
Senior High School (9-12)	2 miles

No bus stop shall be located so as to cause any student to walk farther to it than the distances established.

School Transportation Appeals Committee

A School Transportation Appeals Committee shall be established by the School Committee and shall be composed of a staff member from each of the Police, Highway, and School Departments. This appeals committee shall consider and recommend specific exceptions to the established riding limits.

Waiver of Established Riding Limits

Riding limits may be waived:

- (1) in the instance of a temporarily disabled student upon written request of personal physician and concurrence of the school physician.
- (2) upon recommendation of the School Transportation Appeals Committee, and concurrence of the superintendent and School Committee.



Warwick Public Schools, Warwick, Rhode Island



## BIDDING REQUIREMENTS

All purchases in excess of ten thousand dollars (\$10,000) for construction and five thousand (\$5,000) for all other purposes shall be made through the competitive bid process and awarded by the School Committee in open session.

All purchases below ~~\$5,000~~ \$1,000 for all department except buildings and maintenance shall be considered small purchases and shall be approved by the superintendent or his/her designee. Purchases by buildings and maintenance under \$2500 shall be considered small purchases and shall be approved by the superintendent. In the event an emergency, the Superintendent and CFO will contact the School Committee Chair or designee for authorization for expenditure. Procurement requirements shall not be artificially divided so as to constitute a small purchase under this section.

When Rhode Island based bidders are within 2 percent of their competitors from out of state by item or in total, the award may be made at the discretion of the School Committee to the lowest responsible and qualified local bidder for those items or for the total bid. This policy will only apply to bids under \$10,000 and does not include bids for building additions, major renovations and new construction.

Competitive bids shall not be required for replacement or expansion of existing equipment, if such equipment must be compatible with existing equipment. Acting as the designee for the superintendent of school, the director for business affairs shall justify the need for compatibility and draft specifications for quotations from the vendor qualified to supply and install and/or furnish such equipment. The superintendent through the director for business affairs may award bids for more than \$5,000, but not more than \$20,000, for emergencies such as boiler breakdowns or other maintenance malfunctions which affect the safety, health and welfare of students or staff or which could result, if not immediately corrected, in further deterioration to the school plant or equipment. The administration will make telephone contacts with three or more vendors and award to the lowest responsible and qualified bidder.

The School Committee will be apprised of the matter at its next regular meeting. If the lowest responsible and qualified bidder exceeds \$20,000 the superintendent will contact the chairperson of the School Committee to arrange an emergency session to review the situation and the bids that have been received.

Competitive bids shall not be required for textbooks, professional services, (legal services, auditors, engineering services) and small quantity specialty items. The superintendent shall make a determination as to which items shall be put out to bid. As many specialty items as possible will be consolidated to take advantage of reduced prices which may result from volume purchasing.

Warwick Public Schools, Warwick, Rhode Island

File: DJC

Subject to the approval of the School Committee, the superintendent is authorized to join the State of Rhode Island Division of Purchases in procuring items necessary to the operation of the school department.

The School Committee may waive the purchasing and bid policy for reasons of emergency situations, prospective disadvantage to the School Department or for economic reasons such as known savings which could accrue to the School Department through sales or negotiations with the vendors.

Any request for the waiver of the bid policy to the School Committee by the superintendent and/or his/her designee must be fully justified.

The School Committee will take action to waive any project or service contract in open session.

Adopted: 5/10/83

Revised: 11/12/97 and 4/10/01, XXXX

LEGAL REFS.: General Laws of R.I., 45-55

**WARWICK SCHOOL COMMITTEE SPECIAL MEETING  
TUESDAY, MAY 21, 2019  
WARWICK VETERANS MIDDLE SCHOOL AUDITORIUM  
AGENDA**

- 5:15 PM Public Meeting with Agenda Items as follows:
- A. **Call to Order** **Ms. Bachus**
- B. Vote to go into closed session for discussion and/or action regarding those items of business exempt from open meetings under General Laws of Rhode Island RIGL 42-46-5 (a (1)), (a (2)), (a (4)), (a(9)).
- Discussion Items**
1. Collective Bargaining/Litigation
    - A. Discussion/Action: WTU Grievance #575 under General Laws of Rhode Island, 42-46-5 (a)(9)
  2. Personnel Matters
    - A. Discussion/Action: Layoffs of Certified Teachers as Presented
  3. Litigation/Mediation
    - A. Discussion/Action: Warwick School Committee/City of Warwick Budget
  4. Litigation/Legal Advice
    - A. Discussion/Action: FY2020 School Committee ADOPTED Recommended Budget
  5. Litigation
    - A. Discussion/Action: Joseph Bleczinski v. Warwick School Committee under Rhode Island General Laws, 42-26-5 (a)(2)
- 7:00 PM **Return to Open Session**
- Pledge of Allegiance**
- National Anthem**
- C. Vote to seal minutes of Executive Session
- D. Votes taken in Executive Session
- E. Votes on Joseph Bleczinski v. Warwick School Committee
- F.
  1. **Recommended Actions**
    - A. Approval of Minutes of Public Session(s)  
-April 25, 2019
  2. **Announcements-Personnel-As Presented**
    - A. Layoffs of Certified Teachers as Presented in Executive Session
    - B. Appointment(s)/Assignment(s)/Reorganization(s)
      1. Classified
- G. **Public Comment on Agenda Discussion Items Only**
- H. **Unfinished Business**
  1. Discussion Action: Bid Award-School Dentist
- I. **New Business**
  1. Discussion/Action: Contract Awards 1-3-Consent as Presented
    1. Document Cameras, Winman Middle School

2. Mediation Performance Audit
3. Mechanical Repair, Park School

2. Discussion/Action: School Lunch Donations
3. Discussion/Action: FY2020 School Committee ADOPTED Recommended Budget-Possible Revisions

J. **Adoption of Policies**

1. Policy DJC-Bidding Requirements, 2nd Reading
2. Policy EFB-Free and Reduced Price Food Services, 2nd Reading
3. Policy EAAA-Walkers and Riders, 1st Reading
4. Policy-Gifts to the School District, 1st Reading

K. **Adjournment**

If an interpreter is needed, please contact the Special Services Office three (3) business days prior to the meeting by calling 401-734-3051. Hearing impaired persons may obtain assistance by calling 1-800-745-5555 TDD, 48 hours prior to the meeting. Warwick Public Schools do not discriminate on the basis of age, sex, sexual orientation, race, religion, national origin, color, or disability, in accordance with applicable laws and regulations.

Karen Bachus, Chair  
David Testa

Judith Cobden, Vice Chair  
Kyle Adams  
Posted: May 17, 2019

Nathaniel Cornell, Clerk  
Philip Thornton, Ed.D., Superintendent



Philip Thornton, Ed.D., Superintendent  
Warwick Public Schools  
philip.thornton@warwickschools.org

TO: Philip Thornton, Ed.D., Superintendent  
FROM: Anthony Ferrucci, Executive Director Finance & Operations  
DATE: 05-16-19  
SUBJECT: Fy2020 School Committee ADOPTED Recommended Budget-CONSIDER REVISING

On Thursday, April 25, 2019 by a vote of 5-0, Warwick Public School's School Committee ADOPTED a Fy2020 Recommended Operating Budget. That Budget totaled \$174,433,431 of which the local support contribution would need to rise by \$8,533,002. If the City Council supported this recommended budget, the total local contribution to the School Department would be \$132,515,466.

Over the past three weeks, two significant issues have risen that the School Committee has asked to be considered before the School Department appears before City Council seeking funding for Fy2020.

Issue 1 – Annual Pension Contribution to the Non-Certified locally administered pension plan. According to the most recent Actuarial report for the plan, a range of recommended contributions to the plan for the July 2018 to June 2019 school year would be \$1,000,253 to \$1,248,580. A copy of the letter indicating this range from USI Consulting Group is attached. Seeing that the Fy2019 school year budget is \$1,800,000, there appears to be an opportunity to reduce the Fy2020 contribution to one of these amounts thereby setting the program up to average out over a two year period.

One note of caution raised by USI Consulting, as documented in the email dated April 23, 2019, due to the need to use different mortality tables beginning in January 2019, next year's Actuarial report may report that the annual contribution may need to go as high as \$1,900,000. A copy of the email is also attached.

What needs to be decided is if an adjustment to the current adopted budget contribution of \$1,800,000 is appropriate and if not, to what extent should the budget be adjusted?

Issue 2 – Summer School cut and its impact on Seniors that may need the additional time and credit in order to graduate. Mr. Robert Littlefield has been exploring options to meet this potential community concern. At this time it appears a targeted Senior summer school program can be conducted for a cost of \$20,000. Mr. Littlefield would like the opportunity to have these additional funds added to the Fy2020 proposed budget to meet this community concern.

We are requesting that the School Committee consider adopting a REVISED RECOMMENDED Fy2020 Budget at their next meeting, which is scheduled for Tuesday, May 21, 2019. If there is an approved revision, we would communicate these changes to the Mayor and City Council prior to our public presentation of the School Committee's budget to City Council, which we understand is to be scheduled sometime on the 29<sup>th</sup> or 30<sup>th</sup> of May.

Thank you.



**CONSULTING GROUP**

September 28, 2018

CONFIDENTIAL

Mr. Anthony Ferrucci  
Warwick School Department  
34 Warwick Lake Avenue  
Warwick, RI 02889

**Re: Warwick School Committee Employee Retirement Plan**

Dear Tony:

We are pleased to present our revised actuarial valuation report for the plan year beginning July 1, 2018. A summary of the principal results of the report is provided for your convenience. Details supporting the cost calculations are also included, as well as other information designed to assist you and your accountant in preparing your reports.

The minimum contribution for the plan year ending June 30, 2019 is \$1,000,253. The alternate contribution to the plan is \$1,248,580.

I would be happy to answer any questions you may have regarding this report.

Sincerely,

USI Consulting Group

A handwritten signature in black ink, appearing to read "Bill Beck".

Bill Beck, EA, MAAA  
Associate Vice President and Actuary



Anthony Ferrucci &lt;anthony.ferrucci@warwickschools.org&gt;

---

**RE: Public Plan Mortality**

1 message

Tim Ryor &lt;tim.ryor@usi.com&gt;

Tue, Apr 23, 2019 at 6:53 PM

To: Bill Beck &lt;Bill.Beck@uai.com&gt;, Anthony Ferrucci &lt;anthony.ferrucci@warwickschools.org&gt;

Cc: Ryan Wilson &lt;Ryan.Wilson@usi.com&gt;

Tony –

Just a quick follow up on Bill's email to document part of our conversation at today's meeting. Bill is using "may cause a larger increase" below in the context of the pending experience study. As we discussed, a change in the plan's mortality table is typically made in the context of an experience study where all the actuarial assumptions are reviewed. There is a possibility that some of the changes made as a result of the experience study move in the other direction so the net impact of all changes could produce increases or decreases in the liability and resulting ADC calculation. That said, independent of any other changes (whose impact at this time is uncertain) the change to the new mortality table is expected to increase liabilities and the gross normal cost by 6-8% which by itself will definitely increase the ADC.

To put that in perspective, a 7% increase in liabilities and gross normal cost would increase the current alternate contribution of \$1.25 million to about \$1.9 million. The disproportional increase is due to the leveraged impact on the amortization of unfunded liabilities. A 7% increase in liabilities adds about \$4 million to the unfunded liabilities which roughly doubles the current amount. The normal cost is also disproportionately impacted because the gross normal will increase by 7% and the offsetting employee contribution do not change. These two factors are why a 7% increase in liabilities and gross normal cost translate to a 52% increase in calculated contribution.

Please let Bill or me know if you have any questions or need additional information.

Thank you,

Tim

TIMOTHY A. RYOR, FCA, FSPA, EA, MAAA  
Senior Vice President and DB Practice Leader

USI Consulting Group

95 Glastonbury Blvd, Suite 102, Glastonbury, CT 06033

p: 860.368.2921 | c: 860.372.2727

[tim.ryor@usi.com](mailto:tim.ryor@usi.com) | [www.usicg.com](http://www.usicg.com) | [www.usi.com](http://www.usi.com)

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---

**From:** Bill Beck <Bill.Beck@usi.com>  
**Sent:** Tuesday, April 23, 2019 5:27 PM  
**To:** Anthony Ferrucci <anthony.ferrucci@warwickschools.org>  
**Cc:** Tim Ryor <tjm.ryor@usi.com>; Ryan Wilson <Ryan.Wilson@usi.com>  
**Subject:** Public Plan Mortality

Tony,

The Society of Actuaries have recently released the Public Plan Mortality Study this past January (attached file: pub-2019-mort-report.pdf). On Page 53 of the attached report, Table 11.3 shows the approximate increases of the liability compared to previous published mortality tables. Currently, your plan is using the 2018 IRS mortality tables based on the RP-2000 Mortality Table using Generational Scaling AA. When we compare this table to the RP-2008, MP-2017 (mortality based on "corporate" plan experience), it produces an increase of 3%-4% in the liability. In the Public Plan Mortality Report, the report is approximating the increase from the RP-2008, MP-2017 to the Public Plan Mortality for General Employees to be an additional 3%-4% increase in liabilities. This could represent a total increase in liabilities of 6%-8%. In other words, this would increase your Actuarial Accrued Liability by about 6%-8% which may cause a larger increase in the Actuarially Determined Contribution for upcoming years.

Also, attached is the Actuarial Standards of Practice No. 35 which Actuaries will follow in selecting demographic assumptions for the pension plan. Based on the size of the DB plan, the actuary should use the latest industry standard related to your plan.

In the introductory summary of GASB 68 (page II), it states "Unless otherwise specified by this Statement, all assumptions underlying the determination of the total pension liability and related measures set forth by this Statement are required to be made in conformity with Actuarial Standards of Practice issued by the Actuarial Standards Board."

Please let me know if you have any questions or if you would like to schedule a call to discuss.

Thank you.

Bill

BILL BECK, E.A.,M.A.A.A.  
Associate Vice President and Actuary

USI Consulting Group

95 Glastonbury Boulevard, Suite 102, Glastonbury, CT 06033



5/14/2018

Warwick Public Schools Mail - RE: Public Plan Mortality

p: 800.358.2918 | f: 610.537.9280 | VOIP 32918

bill.beck@usi.com | www.uslog.com | www.usi.com



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The information contained herein is for general information purposes and should not be considered legal advice. USI does not give legal or tax advice. This communication does not create an attorney-client relationship.



Philip Thornton, Ed.D., Superintendent  
Warwick Public Schools  
philip.thornton@warwickschools.org

TO: Philip Thornton, Ed. D Superintendent  
FROM: Anthony Ferrucci, Exe. Director of Finance & Operations  
DATE: May 15, 2019  
SUBJECT: Contract Award–CONSENT AGENDA-District Purchases below \$5,000.00

At the School Committee meeting on Tuesday, March 12, 2019, the School Committee issued a Budget Freeze Directive which included suspending current School Committee purchasing policies until June 30, 2019. One of the directives was that the School Committee would vote to approve all expenses in excess of \$1,000.00.

As an agenda item on upcoming School Committee meetings, administration will be presenting those expenses ranging from \$1,000.00 to \$4,999.00 as a consent agenda item. If a School Committee member wishes to remove one to all of the items being recommended by administration, they may do so by referencing the index number of a particular document for individual consideration.

At the School Committee meeting on Tuesday May 21, 2019, the following purchases, which are all a budgeted expense, are being recommended:

Document

<u>Index #</u>	<u>Department/Program</u>	<u>Company</u>	<u>Cost</u>
1	Winman MS- Document Cameras	IPEVO, Inc.	\$1,990.00
2	Mediation-Performance Audit	Robert Hicks	\$1,225.00
3	Maintenance-Mechanical Repair	Webb, CO FW	\$1,030.00

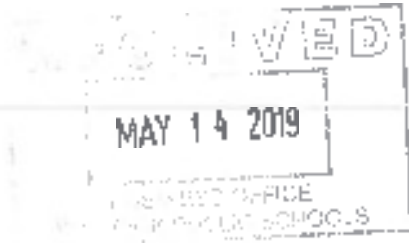
At the School Committee meeting Directors, Budget Managers and those staff noted in each document will be in attendance and available to answer any questions as they may relate to their particular recommendation.

Requisition

Req # 00007993

PO #

Date: 05/14/19



Bill To: Warwick Public Schools  
69 Draper Ave  
Warwick RI 02889

Ship To: WINGMAN JUNIOR HIGH  
575 CENTERVILLE ROAD  
WARWICK RI 02886

Contact: A. MOORE  
401-298-6366

Vendor: 21665  
IPEVO, INC  
440 N. WOLFE ROAD  
SUNNYVALE CA 94085

Contract No:  
Special Instructions:

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
10 DC	EA	TPRAN V7-R (10MP/1060 10.4) Model 3 MP Document Camera	191.00	1,910.00
		Account No	Encumbrance	
		19 18000000 04039 512 10 0000-55501-0000-0102500	1,990.00	
			Freight	.00
			Total	1,990.00

5-14-19 Lynn Prentice to approve emailed

Authorized By:

*[Signature]*  
Kathleen Howell 5-14-19

5-14-19 *[Signature]*

**WARWICK PUBLIC SCHOOLS  
DIRECT PAYMENT**

**Type of Payment**

General Funds       Grants       Mult. Responsibility

Requestor: Catherine Bonang Title: Secretary

Date: 5/7/19 School/Department: Superintendent

Vendor Code: 19829 Original Invoice/Document #: 3

(Must be attached)

Vendor Name: Robert Hicks

Vendor Address: 29 Abbey Road  
Wakefield, RI 02879

Phone #: 401-932-5525 Fax #: \_\_\_\_\_

**Brief description of goods/services**

Performance Audit-April 2019

UCOA No. xxx-xxxxxxx-xxxxx-xx-xx-xxxx-xxxx-xxxx-xxxxxxx	BALANCE	TOTAL
19-10000000-01101-531-10-2500-53101-0000-070000		\$ 1,225.00
Total		\$ 1,225.00

**Special instructions/comments:**

Requested by: *C. Bonang*

Approved by: \_\_\_\_\_

Approved by: \_\_\_\_\_

*Second signature needed only for multiple responsibility transactions.*

Chief Budget Officer: \_\_\_\_\_ Date: \_\_\_\_\_

*For transactions of \$500 or more.*

Reason for return: \_\_\_\_\_

\_\_\_\_ Funds    \_\_\_\_ Back up    \_\_\_\_ Approvals    \_\_\_\_ Vendor    \_\_\_\_ Invalid Code

Initials: \_\_\_\_\_ Date: \_\_\_\_\_ 5/20/2015

Funds Transferred on \_\_\_\_\_ By: \_\_\_\_\_

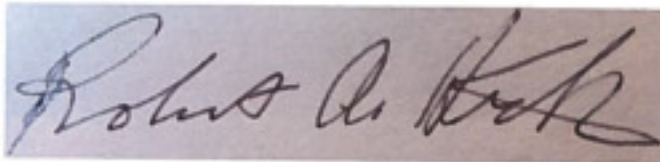
Robert Hicks  
29 Abbey Road  
Wakefield, RI 02879

May 3, 2019

RECEIVED  
MAY 03 2019  
SUPERINTENDENT  
WARWICK PUBLIC SCHOOLS

To: Warwick Public Schools c/o Catherine Bonang  
From: Robert Hicks  
RE: PERFORMANCE AUDIT INVOICE #3

April 4, 2019	2 hours @ \$175	\$350
<u>April 29, 2019</u>	<u>5 hours @ \$175</u>	<u>\$875</u>
TOTAL		\$1,225



**Requisition**

Req # 00007975

PO #

Date: 04/30/19

**RECEIVED**

MAY 07 2019

BUSINESS OFFICE  
WARWICK PUBLIC SCHOOLS

**Bill To:** Warwick Public Schools  
69 Draper Ave  
Warwick RI 02889

**Vendor:** 42857  
WEBB CO F W  
160 MIDDLESEX TURNPIKE  
BEDFORD MA 01730

**Ship To:** WARWICK PUBLIC SCHOOLS / MAINT DEPT  
150 DRAFFER AVENUE  
WARWICK RI 02889

**RECEIVED**

MAY 07 2019

BUSINESS OFFICE  
WARWICK PUBLIC SCHOOLS

**Contact:** Erica Oliver  
401-734-3012

**Contract No:**  
**Special Instructions:**

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
1.00		Replace the mechanical seal, shaft sleeve and casing gasket, and motor bearings. As per your quote #02488 on 03/16/2019	1,030.00	1,030.00
1.00		Address No	Balance	.00
		✓ 15-10000000-01012-121-10-2500-00217-0000-00000000 no funds	1,030.00	
			Fra ght	.00
			Total	1,030.00

Authorized By: Yhule 5/2/19  
Kater Kerselle 5-7-19

5-8-19

Ds/14/16



# F.W. WEBB COMPANY

3 SLATER ROAD  
CRANSTON, RI 02920-4158  
Phone: 401-463-8300 Fax: 401-463-6056

This is your Quotation from F.W. Webb Company.  
Please review the products listed on this quotation for accuracy and completeness.

Quotation number  
892489

Ship to  
Warwick Public Schools - C/O Fw  
Webb Pump  
3 Slater Road  
Cranston, RI 02920-4458  
Job: Park Elementary

Bill to:  
Warwick Public Schools  
  
60 Draper Ave  
Warwick, RI 02889-5046  
401-734-9094

Quote Date :  
03/11/2019

Cust.Nbr:  
78468

Customer PO:  
QUOTE PUMP  
REPAIR

Ref:

Job:  
PARK  
ELEMENTARY

Quoted By:  
JTO

Requested:  
03/18/2019

Quantity	Description	Net Price	Total
----------	-------------	-----------	-------

REF: PARK ELEMENTARY SCHOOL  
DROPPED OFF AT OUR SHOP BY RAY

TACO CM2008 B2C950093 - 3/4 IP PUMP

REPLACE THE MECHANICAL SEAL (HARDFACE  
SEAT), SHAFT SLEEVE AND CASING GASKET,  
AND MOTOR BEARINGS.

SANDBLAST, PAINT AND ASSEMBLE

1	Pumps & Repair Parts *PUM892489 4repair Taco Cm2008 Pump	\$1,030.00	\$1,030.00
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REPAIR TIME - 1 WEEK

FREIGHT FOR PARTS: PREPAID AND ADDED

*JK Newell*



Philip Thornton, Ed.D., Superintendent  
Warwick Public Schools  
philip.thornton@warwickschools.org

TO: Philip Thornton, Ed. D. Superintendent  
FROM: Anthony Ferrucci, Exe. Director of Finance & Operations  
DATE: May 9, 2019  
SUBJECT: Bid Award – School Dentist Bid #19-0016

Attached are copies of Ms. Camely Machado and Dr. Jennifer Connolly's recommendation to award a bid for school dental services.

Upon review of the documents provided and acknowledging that the School Committee's ADOPTED Recommended Budget for Fy2020 has budgeted amounts for this service, I concur with their recommendation to award this bid as follows:

<u>Company</u>	<u>Description</u>	<u>Cost</u>
George Resnevic, DMD	Three Year Bid Award 07/01/19-06/30/22 School Dental services, as proposed.	
	School Year 2019-2020	\$10,450.00
	School Year 2020-2021	\$10,700.00
	School Year 2021-2022	<u>\$10,950.00</u>
TOTAL:		\$32,100.00

We are requesting that the School Committee consider awarding this bid at the next meeting scheduled for Tuesday, May 14, 2019.

At the meeting Dr. Connolly will be available to answer any questions as they may relate to this recommendation.

Thank you.





Philip Thornton, Ed.D., Superintendent  
[philip.thornton@warwickschools.org](mailto:philip.thornton@warwickschools.org)

CAMELY MACHADO, COORDINATOR  
Non-Instructional Services  
[Camely.Machado@warwickschools.org](mailto:Camely.Machado@warwickschools.org)

69 Draper Avenue  
Warwick, Rhode Island 02889  
TEL (401) 734-3035

---

**TO:** Anthony Ferrucci  
**FROM:** Camely Machado  
**DATE:** April 10, 2019  
**SUBJECT:** 3-Year Licensed Dentist 19-0016

Documents for the 3-Year Licensed Dentist 19-0016 were issued on Tuesday March 19, 2019. On Tuesday, April 2, 2019, a single proposal was submitted by George Resnevic, DMD.

Annual Rate

2019-2020	2020-2021	2021-2022
\$10,450.00	\$10,700.00	\$10,950.00

Dr. Connolly has accepted the proposal and would like to award Dr. Resnevic the bid. Please see the information and bid documents to support the recommendations. Please add this request to the next School Committee meeting.



Philip Thornton, Ed.D., Superintendent  
[philip.thornton@warwickschools.org](mailto:philip.thornton@warwickschools.org)

Jennifer Connolly, Ph.D.  
Director of Special Services  
[jennifer.connolly@warwickschools.org](mailto:jennifer.connolly@warwickschools.org)  
401-734-3059

Christine Cobb, Assistant Director  
[christine.cobb@warwickschools.org](mailto:christine.cobb@warwickschools.org)  
401-734-3054

Jennifer Roy, Assistant Director  
[jennifer.roy@warwickschools.org](mailto:jennifer.roy@warwickschools.org)  
401-734-3053

To: Camely Machado, Coordinator of Non-Instructional Services  
From: Dr. Jennifer Connolly, Director of Special Services  
Date: April 5, 2019  
Re: Bid#19-0016

Please accept the proposed dental bid from George Resnevic, DMD for the continuation of his services for the 2019-2020 school year.

Thank you for your assistance.

JC:pf

## WARWICK SCHOOL DEPARTMENT POLICY REGARDING GIFTS TO THE SCHOOL DISTRICT

The Warwick School Committee recognizes that individuals and organizations in the community may wish to make monetary donations to the Warwick Public Schools. Any monetary gift or donation to the District can be accepted only by School Committee approval.

The School Committee shall not authorize acceptance of gifts that are inappropriate, which carry with them unsuitable conditions or which will obligate the District to future expenditures from the general fund which are out of proportion to the value of the gift. All gifts will become District property and will be accepted without obligation relative to use.

### Unsolicited Gifts or Donations to the District

Money donated by booster clubs or other groups or patrons to support specific teams or extra-curricular activities are not to result in unacceptable levels of disparity of allocation favoring one team or gender.

### Solicited Gifts or Donations to the District

Certificated staff seeking monetary donations for their classroom must obtain prior approval from the building principal. Other staff or administrators seeking monetary donations to benefit an entire school or the District as a whole must obtain prior approval from the Superintendent or his/her designee. In no event will any commitment be made by a staff member or other individuals in return for any monetary gift to the District or to a school or department without the School Committee's authorization.

All donors seeking to make a monetary donation to the District, shall fill out the following form, to be submitted to the School Committee for approval:



Philip Thornton, Ed.D., Superintendent  
philip.thornton@warwickschools.org

**GIFTS TO THE DISTRICT**

Directions: This report is to be submitted to the superintendent for each gift of material or monetary value. The report is to be submitted as the gifts are received.

Any monetary gift to the district shall be subject to School Committee approval. The School Committee shall not authorize gifts that are inappropriate, which carry with them unsuitable conditions, or which shall obligate the district to future expenditures from the general fund which are out of proportion to the value of the gift. All gifts shall become district property and shall be accepted without obligation relative to use and/or disposal.

With the Board’s approval the district would like to accept the following gift(s):

School (if a particular school): \_\_\_\_\_

Date gift received: \_\_\_\_\_

Donor(s): \_\_\_\_\_

Donor address: \_\_\_\_\_

Donor email address: \_\_\_\_\_

Approximate value of gift (s): \_\_\_\_\_

Designated use: \_\_\_\_\_

If this is a monetary gift to be used toward school lunch debt, do you agree to have this money utilized at the end of the school year and distributed in an equitable manner amongst all accounts? \_\_\_\_\_

If not, how would you like this monetary gift to the school lunch debt fund distributed?

Will this donation create a gender inequity in activities and/or facilities? \_\_\_\_\_

If yes, was the donor made aware of Title IX Rules and implications? \_\_\_\_\_

Do you wish to remain anonymous to the public? \_\_\_\_\_

Are there any other special conditions on the gift? If so, please list them:

\_\_\_\_\_  
Please mail this form and your donation to: Warwick Public Schools, Superintendent’s Office, 69 Draper Avenue, Warwick, Rhode Island 02889

A signed copy of the form will be returned for your records.

\_\_\_\_\_  
Donor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Board Chairperson

\_\_\_\_\_  
Date

69 Draper Avenue, Warwick, Rhode Island 02889

401-734-3101 | [www.warwickschools.org](http://www.warwickschools.org)

WARWICK PUBLIC SCHOOLS DO NOT DISCRIMINATE ON THE BASIS OF AGE, SEXUAL ORIENTATION, RACE, RELIGION, NATIONAL ORIGIN, COLOR, OR DISABILITY IN ACCORDANCE WITH APPLICABLE LAWS AND REGULATIONS.

## FREE AND REDUCED PRICE FOOD SERVICES

The Warwick Public School District and the Food Service Vendor are committed to providing meals to students who choose to participate in the program, however, there is a responsibility on the part of the students and parents to satisfy all financial obligations to the lunch program.

The Warwick Public School District and the Food Service Vendor encourage parents and guardians to prepay meals for their children thereby eliminating situations that could develop during lunchtime over money owed. Prepayments for lunch and breakfast can be made via check or through the online payment website. Cash and check payments will continue to be accepted at each school, however, payment made through the online payment system is preferred. Adults do not have charge on account privileges. Meals must be prepaid or be paid for at the time a lunch is requested.

Warwick Public Schools acknowledges that student performance is impacted by a student's food intake during any given day. Warwick Public Schools will allow students with lunch/breakfast debt to charge a breakfast and/or lunch, with payment expected to be made within the next two (2) school days. Students with funds owed will not be allowed to buy a la carte items.

The following procedures for clearing student lunch account balances will be implemented.

### **Elementary (K-5)**

1. A weekly list showing students that have funds owed to the lunch program will be generated by the Food Service Coordinator. This list, along with letters addressed to the parents/guardians of students with negative balances will be sent to the building principals. The letter will indicate what is owed, provide information on how to make restitution, and provide information on how to apply for free or reduced lunch.
2. The building principal will contact the parent to alert him/her of the letter and will send the letter home.
3. If the debt is not cleared or a payment plan established within one week from the first notice, the Food Service Coordinator will mail out a 2nd notice.

- ~~4. In the event that the debt is not cleared or a payment plan established following the 2nd notice, the only meal option that will be made available to the student will be a sunbutter & jelly sandwich meal. This is a standard item on the school lunch menu and includes vegetables, fruit and milk, in compliance with USDA standards surrounding reimbursable meals. Since it is a meal, the full price of the meal will be charged to the student's account.~~
- ~~5. In situations where the building Principal or other authorized adult wishes to provide a student a meal, he/she must sign an authorization form which is to be presented to and held by the school lunch cashier. The building Principal or authorized adult will be responsible for assuring payments for such authorized meals. A copy of the completed authorization form shall be kept on file for the duration of the school year.~~
6. If the debt is not cleared or a payment plan established within a week of the 2nd notice the Coordinator of Non-Instructional Services will send a letter to reinforce the need for payment before moving forward with formal debt collections.
7. If the debt is not cleared or a payment plan established within a week from the 3rd notice, the Executive Director of Operations and Finance will notify families that the account is being turned over to the legal department for pursuit through small claims court.
8. Families owing money at the end of the year will be called in for a conference with the principal.

### **Secondary (6-12)**

9. Secondary schools will receive a list & 1<sup>st</sup> notice letters weekly of those students owing more than Five Dollars (\$5.00) generated by the Food Service Coordinator. The letter will indicate what is owed, provide information on how to make restitution, and provide information on how to apply for free or reduced lunch.
10. The guidance counselors and administrative team will contact the parent to alert him/her of the letter and will send the letter home.
11. If the debt is not cleared or a payment plan established within one week from the first notice, the Food Service Coordinator will mail out a 2nd notice.
- ~~12. In the event that the debt is not cleared or a payment plan established following the 2nd notice, the only meal option that will be made available to the student will be a sunbutter & jelly sandwich meal. This is a standard item on the school lunch menu. The meal will include vegetables, fruit and milk, in compliance with USDA standards surrounding reimbursable meals. Since it is a meal, the full price of the meal will be charged to the student's account.~~



WALKERS AND RIDERS

Riding Limits

Students living in the City shall be entitled to transportation between established bus stops and schools located within the City in accordance with the following table of riding limits:

<u>Grade</u>	<u>Home to School</u>
K	$\frac{1}{2}$ mile
1-2	$\frac{3}{4}$ mile
3-5	1 $\frac{1}{4}$ miles
<u>K-5</u>	<u><math>\frac{3}{4}</math> miles</u>
Middle School (6-8)	1 $\frac{3}{4}$ miles
Senior High School (9-12)	2 miles

No bus stop shall be located so as to cause any student to walk farther to it than the distances established.

School Transportation Appeals Committee

A School Transportation Appeals Committee shall be established by the School Committee and shall be composed of a staff member from each of the Police, Highway, and School Departments. This appeals committee shall consider and recommend specific exceptions to the established riding limits.

Waiver of Established Riding Limits

Riding limits may be waived:

- (1) in the instance of a temporarily disabled student upon written request of personal physician and concurrence of the school physician.
- (2) upon recommendation of the School Transportation Appeals Committee, and concurrence of the superintendent and School Committee.





Warwick Public Schools, Warwick, Rhode Island

## BIDDING REQUIREMENTS

All purchases in excess of ten thousand dollars (\$10,000) for construction and five thousand (\$5,000) for all other purposes shall be made through the competitive bid process and awarded by the School Committee in open session.

All purchases below ~~\$5,000~~ \$1,000 for all department except buildings and maintenance shall be considered small purchases and shall be approved by the superintendent or his/her designee. Purchases by buildings and maintenance under \$2500 shall be considered small purchases and shall be approved by the superintendent. In the event an emergency, the Superintendent and CFO will contact the School Committee Chair or designee for authorization for expenditure. Procurement requirements shall not be artificially divided so as to constitute a small purchase under this section.

When Rhode Island based bidders are within 2 percent of their competitors from out of state by item or in total, the award may be made at the discretion of the School Committee to the lowest responsible and qualified local bidder for those items or for the total bid. This policy will only apply to bids under \$10,000 and does not include bids for building additions, major renovations and new construction.

Competitive bids shall not be required for replacement or expansion of existing equipment, if such equipment must be compatible with existing equipment. Acting as the designee for the superintendent of school, the director for business affairs shall justify the need for compatibility and draft specifications for quotations from the vendor qualified to supply and install and/or furnish such equipment. The superintendent through the director for business affairs may award bids for more than \$5,000, but not more than \$20,000, for emergencies such as boiler breakdowns or other maintenance malfunctions which affect the safety, health and welfare of students or staff or which could result, if not immediately corrected, in further deterioration to the school plant or equipment. The administration will make telephone contacts with three or more vendors and award to the lowest responsible and qualified bidder.

The School Committee will be apprised of the matter at its next regular meeting. If the lowest responsible and qualified bidder exceeds \$20,000 the superintendent will contact the chairperson of the School Committee to arrange an emergency session to review the situation and the bids that have been received.

Competitive bids shall not be required for textbooks, professional services, (legal services, auditors, engineering services) and small quantity specialty items. The superintendent shall make a determination as to which items shall be put out to bid. As many specialty items as possible will be consolidated to take advantage of reduced prices which may result from volume purchasing.

Warwick Public Schools, Warwick, Rhode Island

File: DJC

Subject to the approval of the School Committee, the superintendent is authorized to join the State of Rhode Island Division of Purchases in procuring items necessary to the operation of the school department.

The School Committee may waive the purchasing and bid policy for reasons of emergency situations, prospective disadvantage to the School Department or for economic reasons such as known savings which could accrue to the School Department through sales or negotiations with the vendors.

Any request for the waiver of the bid policy to the School Committee by the superintendent and/or his/her designee must be fully justified.

The School Committee will take action to waive any project or service contract in open session.

Adopted: 5/10/83

Revised: 11/12/97 and 4/10/01, XXXX

LEGAL REFS.: General Laws of R.I., 45-55