

# Elementary Consolidation Planning Meeting Minutes

**Gorton Library**  
**January 8, 2018**  
**3:00 PM**

Present: Lynn Dambruch, Ryan Mullen, Philip Thornton, Anthony Ferrucci, Cam Machado, Mary Townsend, Denise Bilodeau, Steve O'Haire, Ginny Bolano, Joe Coffey, Steve Gothberg, Doug Alexander, Sheryl Rabbitt, Dianne Silvia, Karen Periera, Wendy Amelotte, Ron Celio

At the last meeting, question about how accurate SMMA's enrollment projections had been. Ryan Mullen did a comparison of our November enrollment with their projections. District-wide, they were fairly close.

Lynn Dambruch reviewed the consolidation timeline - staffing needs, classroom needs, available classrooms, new school assignments for students, special education programs that need to be moved.

January timeline - school walkthroughs, department meeting to set up Trello board task assignments, spreadsheet of new student assignments distributed to principals.

February timeline - parent letters will sent home in early February, transition activities will begin at the schools, pack up old materials/books to be removed from schools in the first round of discard and put in a staging area in each building.

Receiving schools put one PTA/PTO member from closing schools on their board for the 2018-2019 school year.

Four teams were set up:

Transitional Activities - Ginny Bolano, Ron Celio, Ryan Mullen, Joe Coffey

Communication - Doug Alexander, Dianne Silvia, Karen Periera, Denise Bilodeau, Wendy Amelotte, Mary Townsend

Early Childhood - Sheryl Rabbitt, Mindy Mertz

Logistics - Tony Ferrucci, Steve Gothberg, Cam Machado, Steve O'Haire, Kevin Oliver

Each team met for ½ hour session to come up with some guidelines and presented out to the committee.

Transitional Activities

- Invite new students to school activities such as dances, walking tours, field day, ice cream social. Principals should pick two activities for their school.
- All schools should be on the same page with what is being done for the transitions.

- Receiving principal visit the schools of incoming students
- Students visit their new school for ½, each lunch with other students, meet teachers
- Personal welcome letter to new families
- Parents take tour of new schools
- Graduation ceremonies for grade 5 & 6
- Hold special programs to honor closing schools
- KIDS Day - Mindy Mertz mentioned having inclusion kindergarten students also visit that class.
- SIMS Program - Sheryl Rabbitt discussed the possibility of engaging some students in this program for grade 5 & 6 students moving to the middle school.
- Computer Center may set up Aspen accounts for grade 5 & 6 students moving to middle school.
- Wendy Amelotte suggested that staff of closing schools accompany students on their visit to new school to make it more comfortable.

## Communications

- Consolidation website almost complete. Doug Alexander encouraged committee members to review and give their input.
- Aspen - Upload school assignment changes. Send parent letters from Aspen.
- Lynn Dambruch, Ryan Mullen and Jen Connelly will create parent letters to be sent out in February.
- Superintendent should send out a pre-consolidation communication to lay out ground work
- Set up a timeline for messaging
- Anthony Ferrucci will notify RIDE now of closing schools.
- Dianne Silvia will check with RIDE on changing school identification numbers.
- Communicate to teachers on what they can and cannot take with them if they are moving to another building

## Early Childhood

- Meeting scheduled for the end of January with group of Drum Rock teachers and the principal of Francis School.
- Update Trello Board
- Set up kindergarten placements for 2018
- Meet with kindergarten staff regarding transitions of students
- PreK applications will be collected.
- Hold preschool lottery in April
- Hold open registration day
- The new name of early childhood center will be the Warwick Early Learning Center at John Brown Francis
- Hold open house and orientation day in the fall of 2018

- Set up timeline for teachers on when to discard old materials and pack
- Allow teachers to go into new center one week prior to school opening to set up classrooms

## Logistics

- Start bid process early so it can be approved at March school committee meeting
- Setting a date for packing and moving materials and supplies out of John Brown Francis.
- Give map of JBF to Mindy
- Clean building and furniture - Steve will speak to Kevin about the process
- Boxes from moving company
- Job Fair needs to be held earlier. Rules need to be clear. Will be discussed at Directors' meeting.
- Tony is concerned about the funding for this consolidation. Who will manage the budget and present at CORT. Will be discussed at Directors' meeting.
- Lynn reviewed the Trello Board with committee

Next meeting will be held on February 26th at 3:00 PM.