



Lynn Dambruch, M.Ed.
Superintendent

July 12, 2021

Mr. Robert Baxter
254 Randall Avenue
Warwick, RI 02889

Dear Rob,

To summarize our meeting on Friday, July 9, 2021, and Monday, July 12, 2021, we discussed our concerns regarding the scope and pace of the Warwick Veterans Middle School refurbishment project. This project has expanded far beyond the initial focus of paint and floor tiles as stated publicly at School Committee meetings. Additionally, there are concerns regarding the bid process and in some instances work has been performed without our approval and prior to school committee approval in the G wing Unified Arts project. We have also had conversations on two prior occasions regarding the necessity of including the Superintendent and Assistant Superintendent in any and all decisions, Policy ABB. Unfortunately, those prior conversations have not resulted in transparent communication between us.

The expectation was communicated that all projects and expenditures, including any changes to previously approved projects, need to be communicated directly to Bill and me and we would communicate to the School Committee. There are numerous concerns that have come before us regarding the lack of following policies and procedures, including but not limited to: Policy DJC - Bidding Requirements, Policy DBK - Budget Transfers, Policy DA - Fiscal Management Goals, Policy DJF - Purchasing Procedures, and DBH - Budget Adoption. Additionally, there have been projects that have been started without School Committee approval.

You are hereby being placed on Paid Administrative Leave pending an internal investigation. Please do not report to work during this time. You are directed not to have contact with anyone in your department or any other WPS employees.

Sincerely,

Lynn Dambruch, M.Ed.
Superintendent

William McCaffrey
Assistant Superintendent

CC: Personnel File

69 Draper Avenue, Warwick, Rhode Island 02889

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