

CRANSTON SCHOOL COMMITTEE PUBLIC WORK SESSION

APRIL 10, 2013

WILLIAM A. BRIGGS BUILDING (REED CONFERENCE ROOM)

845 PARK AVENUE

EXECUTIVE SESSION 6:00 P.M.

**PUBLIC WORKSESSION IMMEDIATELY FOLLOWING EXECUTIVE
SESSION**

**PUBLIC SESSION IMMEDIATELY FOLLOWING PUBLIC WORK
SESSION**

MINUTES

The Public Work Session of the Cranston School Committee was held on the evening of the above date in the Reed Conference Room of the William A. Briggs Building with the following members present: Ms. Iannazzi, Mrs. McFarland, Mr. Gale, Mr. Colford, and Mrs. Ruggieri. Mrs. Culhane is still recovering from surgery and Mr. Traficante is traveling out of state for work.

The meeting was called to order at 6:00 p.m. It was moved by Mrs. Ruggieri, seconded by Mr. Gale and unanimously carried that the members convene to Executive Session pursuant to RI State Laws PL 42-46-5(a)(1) Personnel: a. (Renewal of Contracts – Administrators/Principals); PL 42-46-5(a)(2) Collective Bargaining and Litigation: (Contract Negotiations' Update – Secretaries) (Teachers), (Bus Drivers), (Teacher Assistants)

Call to Order – Public Session – Public Work Session was called to order at 6:40 p.m. The roll was called. A quorum was present.

Adoption of the Rhode Island Basic Education Program – Attorney Cascione

BEP- Human Capital Policy

Attorney Cascione reported that the above two items go together; The BEP requires all School Committees to adopt a policy that basically states they are going to follow the BEP in regards to staffing, retirement, transfers, etc. This is simply a statement initialing that the School Committee is going to adhere to the BEP and all of its regulations and that it is going to specifically add a paragraph that the School Committee is directing the Administration; in other words the Administration is hereby directed to Establish a procedure for the hiring assignment, transfer, lay-off or recall of staff that complies with the BEP and Law. It is to comply with the BEP as written and as far as the procedure itself, that's not in the policy; that's something that the administration will have to work on.

Organization/Visitor Access & Identification Policy - #1250 (Amended)

Mrs. Ruggieri addressed the members and administration adding this

as an actual amendment to the original policy. With everything that has been going on, we started to look at some of our policies and what we need to be doing for safety. It was a partnership between the Police Department and the district and one of the things that was noticed and commented upon and needed tightening up was access to our schools during the school day along with the procedures that we have in place. There was a very old policy #1250 and it really did not give any kind of direction as to what a visitor needed to do. We know that our schools have signs that visitors must report to the office; but there's nothing to say that they do it. We know that they don't do it sometimes. There is no kind of regulation around at what should be happening. I started to look at what other districts had in place and I looked at some businesses as well because we know, in this climate, there are businesses that do require identification badges for their employees and also buzzing into the building, etc. At the end of the day, our schools are a business; we're in the business of educating people and I feel that people shouldn't feel that they can just come into the school, etc. At this time, we said that all we are asking for is what parents are supposed to already be doing.

Mr. Colford asked if it was possible to send out an e-mail or some kind of communication instead of printing all of the handbooks each year for every student. Can we give them the option of either getting a printed one or read it on line. A discussion ensued. Dr. Lundsten answered that she would look into this; however, there are certain forms that would have to be sent home regarding parents' signature.

Heartland School Solutions (mySchoolBucks) Service Overview & Pricing Options

Dr. Lundsten introduced the folks from Sodexo who are going to talk about “myschoolbucks”. Lynne Conca, Food Service Director and Kathy Rock, District Manager of Sodexo, presented the above program to the members of the committee. “mySchoolBucks” is an on-line payment program (see attached copy of program). This program has been requested by a lot of parents. There is a transaction fee of \$1.95 for this program link. Payments can be made, as wanted. They can set up an auto payment plan. It’s very simple to set up and can be done within one week. Students can charge up to 5 meals. After 5 missed payments, the child will receive a cheese sandwich.

Mrs. McFarland spoke at this time regarding an article on the Breakfast Program.

Mrs. Ruggieri – I did a survey from the Wellness Committee, which I haven’t reported out yet, to all the schools who are currently serving Breakfast in the Classroom. They did one for students/parents and one for teachers. It was all around this topic. If there’s a problem and we don’t know about it, we can’t fix it. She noted that most of what was returned back, which was talked about during a Wellness Committee meeting, will be worked on as far as anything negative; however, there were many positive aspects of this program. Mrs.

Conca added that if there was anyone from the committee who would like to visit or see this program in place, they are welcome.

Summer Lunch Program – Superintendent Lundsten

We have summer programming coming up. There will be summer programming at Bain, Gladstone; Literacy and Special Ed. Last year at Bain and Gladstone, the director of the program didn't have access to lunch so she would literally drive to Providence to Sodexo, there, pick up the food in coolers and bring it back here for the kids. That's concerning to me because she doesn't have food safety training. I asked the ladies to put together a budget if we could do it in-house and what that would look like. (see attached Cranston Summer Lunch sheet) We are not looking to provide lunch for the youngsters in the extended school year for Special Ed; however, this would be for the kids who go to Bain, Gladstone and also the kids who are in the Summer Literacy Program that meets in the morning; that Literacy Program runs for three weeks; that's the 12-days you see at the top. At this time, Dr. Lundsten reviewed the entire sheet with the committee. A lengthy discussion ensued with the members of the committee. Dr. Lundsten also reported that they did address the City to see if they wanted to join in with us; they opted not to; apparently they do a lot of out-of-district trips and didn't think it was feasible for them; we did reach out to them to see if they would do some kind of collaboration with us. This program is for students that have to meet criteria which are set up by the Literacy Department. They do

Literacy and Math. It's our little ones; first, second and third graders. They are taught by certified teachers. Ms. Iannazzi asked if this would be some kind of intervention; the commissioner is big on remedial work and big putting interventions in place and there's all kinds of studies about how children who are fed, perform better and retain more. There may be some way that we could run this program up the flagpole and see if anyone at RIDE would like to follow that idea. It was noted that we could ask and still move forward. Dr. Lundsten added that the Bain and Gladstone Programs are out of those grants so she doesn't think it will work there.

Energy Consultant Procurement RFP-Mr. Balducci, Mr. Zisseron & Mrs. Verrengia

(See informational packet on file in the Superintendent's office)

Mr. Balducci noted that Mr. Zisseron was supposed to be here; however, he could not make it. Mrs. Verrengia is here and will speak on this also. Mr. Balducci: We have a Natural Gas contract that expires in September of this year. We need to go out to bid; we need to negotiate a new contract. Not being experts in procuring natural gas, electricity or heating oil contracts, we would like to partner with Mr. Mancini's company to assist the district to negotiate with a small group of vendors in the industry to try and get the best price possible for the district. He is here to introduce himself and the company and to answer any questions; this will be placed before you at a future meeting.

Mr. Balducci also noted that while attending meetings outside the district, Mrs. Verrengia was introduced to this company; knowing that we as a district have to procure and go into bid for natural gas, she came back and had a conversation with him and Mr. Zisseron with the possibility of securing their services. We actually reached out and come to find out, they are supported by the West Bay Collaborative which we are a member of so it allows us to secure a contract with them and not go through the RFP process.

Mr. Bob Mancini: I work with ENERNOC; I've been there approximately 9 years. We are out of Boston and do a lot of man-site management type work in addition to supply procurement in energy efficiency type work. We have about 700 employees; we have about \$300 million of business per year. We are a public trading company under NASDEC. I am a product of the City of Cranston. At this time, Mr. Mancini explained the hand-out (Please see the slide show on file in the Superintendent's office). Mrs. Verrengia also spoke on this matter. Mrs. McFarland asked Mr. Balducci if he has had any conversation with the City in regards to this company. Mr. Balducci answered that he will reach out to the City and see when their contract expires. It was also noted that the initial contract will go out for one year. A lengthy discussion ensued.

Adjourn Public Work Session to Public Meeting

Ms. Iannazzi reported out that no votes were taken during Executive Session.

Executive Session Minutes Sealed – April 10, 2013

A motion to seal the Executive Session Minutes was made by Mrs. McFarland, seconded by Mr. Gale. The roll was taken; all were in favor.

Adjournment

A motion was made by Mr. Gale and seconded by Mrs. Ruggieri to adjourn. All were in favor.

The meeting was adjourned at 7:30 p.m.

Respectfully submitted,

Paula McFarland

School Committee Clerk

Adoption of the Rhode Island Basic Education Program

Purpose The purpose of this policy is to ensure that the Cranston Public Schools are in full compliance with the Rhode Island Department of Education (RIDE) Basic Education Program (BEP).

Position The BEP establishes standards deemed essential by the Board of Regents to assure the provision of a guaranteed and viable education for all public school students and ensure the implementation of the Rhode Island Comprehensive Education Strategy. The Cranston Public Schools are committed to fully implementing all aspects of the BEP; including, but not limited to, the Regulation on Human Capital.

Legal Reference

R.I.G.L. - 16-2-9 - General Powers and Duties of School Committees

R.I.G.L. - 16-2-18 - Selection of Teachers and the General Control of Schools

R.I.G.L. - 16-7.1-2 - Accountability for Student Performance

RIDE Basic Education Program Regulations; Title G, Ch 12-15,

including 15-2.2

See also: Commissioner of Education Letter to Superintendents dated October 20, 2009 re: Basic Education Program Regulations and Seniority Based Teacher Assignments; Advisory Letter from the Commissioner of Education regarding formal legal advisory opinion request of the Lincoln School Committee dated November 7, 2011; Commissioner of Education Letter to Superintendents dated January 31, 2013.

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Organization/ Visitor Access and Identification Policy (#1250 Amended)

In an effort to maintain a safe and secure environment in our schools the following policy guidelines will be followed.

Organizations, groups or individuals shall not be allowed to promote

or recruit during the school day.

All visits shall be prearranged and preapproved by the Superintendent or his/her designee.

Visits shall not disrupt the school day including recess and lunch or “free” times.

Principals will maintain daily records of expected visitors, volunteers and approved programming during the school day. This record must be available in the Main Office and must be used to allow entry into the school building.

Any visitor, volunteer or parent/guardian coming into the school for a program, event or to pick up or drop off their child must communicate with the main office prior to arriving at the school. Any unauthorized visitors may be denied entry to the building and will require approval of the building principal.

Any visitor, volunteer or parent/guardian shall go directly to the main office upon entering the building in order to sign in to the building. Failure to follow this procedure may result in removal from the building.

Any visitor, volunteer or parent/guardian coming into the school for a

program, event or classroom activity shall be required to wear a visitor badge/sticker supplied by the school. This badge/sticker must be worn in a visible manner during the entire visit and should be returned to the office prior to leaving the building. Visitors not wearing badges/stickers will be asked to leave the building immediately.

Policy Adopted: 3/20/72 CRANSTON PUBLIC SCHOOLS

Policy Amended: CRANSTON, RHODE ISLAND

Resolution No.:

Cranston Summer Lunch

Total of 5358 meals

Daily-125 30 days

134 12 days

Reimbursement Rate \$3.41

Food Cost \$1.40 per meal

Paper Cost \$0.07

Revenue \$18,271

Food Cost \$7,501

Labor \$9,136.00

Paper \$375

Cleaning \$125

Non Controlables \$290

Mgt Fee \$2,679

Total Operating Cost 20,106

Coolers/Ice Packs 500

Menus 50

Excess/Deficit (\$2,385)

Labor- FSM- 8 hours

Driver- 4 hours

mySchoolBucks®

DistrictTrainingManual

Version–10032012

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MYSCHOOLBUCKS PARENT ACCOUNT SETUP

This screen will be used by both new and returning users.

NOTE: If a parent was previously registered with MyNutrikids then their account has been converted and there is no need to create a new account.

A returning user will complete the “ACCESS YOUR ACCOUNT” and click the “LOG IN” button.

All new parent users will click on the “REGISTER FOR A FREE ACCOUNT” button.

NEW PARENT ACCOUNT SETUP

From this screen, select the appropriate state (in which your school district is located) and click the “CONTINUE” button.

From this screen, select the “School District” from the drop down box, and then click the “CONTINUE” button.

At this resource screen, fill in all areas denoted with the RED box. Once all fields have been properly completed, click the “CONTINUE” button.

From this screen, the login ID and password will be created for your mySchoolBucks user account.

(Note: arrows denote the fields that are required for completion.)

Once all fields have been completed for Login ID and Password have

been setup and confirmed, click on the “Security Question” drop down box to select the question.

Once the security question has been selected, enter the answer in the “Security Answer” field.

Before moving forward, a NOTICE disclaimer alerts new users of the convenience fee that may be imposed for payments/deposits to student accounts. The user will then click the box and “REGISTER”.

Upon successful creation of the user account, the “FINISH” button will appear. Click this button to complete the mySchoolBucks user account setup.

DISTRICT SETUP FEATURES IN MY SCHOOL BUCKS

Once a user account has been assigned administrative rights, all resources on the left hand side of the screen mirror those of parent user accounts. However, one feature (Admin Tools) differentiates administrative accounts from those of parents.

Two options give the administrative user account the ability to view

reports and mySchoolBucks related functions for the district. These are “DISTRICTSETUP” and “REPORTS”.

The “DISTRICTSETUP” feature allows the user to alter district contact information, view user account information, as well as gives the user the ability to enable and disable communications between the K- 12 software and the mySchoolBucks website.

The first feature (District Settings) houses all primary district contact information.

This resource screen houses all district contact information, ranging from the school name and address to contact information, as well as the ability to create announcement banners.

The district admin user has the ability to update this resource screen by selecting the option, “Edit District”.

One particular feature (which districts can utilize for disseminating information to parents) is the “Announcement” field, noted above by the arrow.

This allows the district to create a specific banner, which will be displayed to all new and returning users to the district’s mySchoolBucks webpage.

MANAGEUSERS

The next feature, for administrative users, is the ability to view all user accounts, within the district. By clicking on the “Mange Users” function, the district administrative user can view all Parent user accounts within the district.

The district administrative user will see a list of users by last name, first name and Login ID. To the right of the Login ID, the administrative level is listed. All District Admin users will be denoted

as such. All users who are NOT District Admin users will be denoted as a Parent.

The Parent user account has limited rights, which only allow the Parent user to locate their child (children), view café purchases and make a payment. Parent users do not have the sufficient rights to view confidential mySchoolBucks information.

NOTE: A parent user MUST be assigned Administrative Rights, by a District Admin user, before the Parent user account will have the ability to view confidential mySchoolBucks related information.

MANAGESTORES

This is an optional feature of mySchoolBucks. If you wish to accept payments for any items outside of the lunch room, please contact our sales team for assistance.

The final District Admin feature (within the District Setup page) is the “Manage Stores” function. This will allow the District Admin user to enable and disable communications between the K-12software and the district’s mySchoolBucks website.

To enable and disable communications, the District Admin user clicks on either of the user names, Food Services Store.

To enable communications, between the district's K-12 software and mySchoolBucks, the District Admin user simply clicks on the

function (to the right) called “Enable Store.” This will immediately re-enable communications between the K-12 software and the mySchoolBucks website.

When communications have been “enabled”, the “disabled” statement will disappear, assuring the District Admin user that communications between the K-12softwareandmySchoolBucks have been fully restored.

ACCESSING REPORTS IN MY SCHOOL BUCKS

The District Admin user has the ability to both view my SchoolBucks payment activity, as well as the necessary reports to reconcile the district's bank account. In order to access these vital reports, the District Admin user selects the "Reports" function, listed under "Admin Tools".

The reports screen offers a variety of reports. For activity and reconciliation purposes, the district will use the four reports, listed under the heading Payments. These reports are:

- Payment Report(Summary)**
- Payment Report(Detail)**
- Daily Batch Report (Summary)**
- Daily Batch Report (Detail)**

The two reports that will be used the most often, by the district, are Payment Report (Detail) and Daily Batch Report (Summary).

For additional information on reports and reconciliation please review the Reports & Reconciliation Training Manual.

SUPPORT CONTACT INFORMATION

Two toll-free phone numbers will be established for support -one for school districts and one for parents.

Schools & Districts: 1-800-256-8224

Parents: 1-855-832-5226