

CRANSTON SCHOOL COMMITTEE MEETING

APRIL 13, 2015

WESTERN HILLS MIDDLE SCHOOL

400 PHENIX AVENUE, CRANSTON, RI 02920

EXECUTIVE SESSION – 6:00 P.M.

IMMEDIATELY FOLLOWING - PUBLIC SESSION

IMMEDIATELY FOLLOWING – PUBLIC WORK SESSION

IMMEDIATELY FOLLOWING – PUBLIC SESSION

MINUTES

The School Committee meeting was held on the evening of the above date at Western Hills Middle School with the following members present: Chairperson Ruggieri, Mr. Colford, Mrs. Culhane, Mr. Fusco, Mr. Gale, Mr. Traficante and Mr. Wall. Attorney Cascione was present during Executive Session.

The meeting was called to order at 6:07 p.m. It was moved by Mr. Fusco; seconded by Mr. Colford to convene to Executive Session pursuant to RI State Laws. The roll was called; all were in favor: Mr. Colford – Yes; Mrs. Culhane – Yes; Mr. Fusco – Yes; Mr. Gale – Yes; Mrs. Ruggieri – Yes; Mr. Traficante – Yes; Mr. Wall – Yes:

PL 42-46-5(a)(1) Personnel:

A. Discussion of Certified Administrator A

B. Discussion of Certified Teacher A

PL 42-46-5(a)(2) Collective Bargaining/Litigation:

A. Good Friday Litigation

PL 42-46-5(3)

A. District Safety Plan

Call to Order - Public Session at 7:24 p.m.

The roll was called; a Quorum was present.

Executive Session Minutes Sealed – Mrs. Ruggieri stated that no votes were taken in executive session and that all individuals listed under Personnel were notified. A motion was made to seal the minutes of executive session; moved by Mr. Wall; seconded by Mr. Gale. The roll was called; all were in favor.

Minutes of Previous Meetings Approved – March 11, 2015 and March 16, 2015; Moved by Mrs. Culhane; seconded by Mr. Traficante. The roll was called; all were in favor.

Public Acknowledgements/Communications – None

Chairperson’s Communications – None

Superintendent’s Communications - None

School Committee Member Communications – None

A motion was made by Mrs. Culhane to take the agenda out of order; seconded by Mr. Traficante. The roll was called; all were in favor.

Public Hearing

a. Students (Agenda/Non-Agenda Matters) - None

b. Members of the Public (Agenda Matters Only)

1. Valerie Schuele, 27 Farm Street, Cranston, RI – Spoke on the resolution regarding Food Service/Aramark

2. Virginia Slaughter, Teacher at CPS – Spoke on the calendar/Good Friday

3. Jay Rosenfeld, Teacher at CPS – Spoke on the calendar

4. Carolyn Sczerbinski, 150 Council Rock Road, Cranston – Spoke on the calendar

Adjourn to Public Work Session

A motion was made to adjourn to Public Work Session by Mr. Traficante; seconded by Mrs. Culhane. The roll was called; all were in favor.

Discussion on recommendation of Food Service bid

Representatives from Aramark - Dennis Gomez, Executive Director RI Statewide Program, John McGrath, Director of Operations and Merrie Bernstein, Director of Business Development appeared before the Committee to answer questions regarding the documentation they submitted through the RFP for Food Service vendor.

Adjourn to Public Session

A Motion was made to adjourn to public session by Mr. Gale; seconded by Mrs. Culhane. The roll was called; all were in favor.

Consent Calendar/Consent Agenda

The following resolutions were adopted unanimously under the Consent Agenda:

15-04-02 15-04-03; 15-04-04; 15-04-05; 15-04-06; 15-04-07; 15-04-08; 15-04-09; 15-04-10; 15-04-18; 15-04-20; 15-04-21; 15-04-22; 15-04-23; 15-04-24; 15-04-25 and 15-04-26

A motion was made to approve by Mr. Traficante; seconded by Mrs. Culhane. The roll was called; all were in favor.

Action Calendar/Action Agenda

RESOLUTIONS

Resolution No. 15-04-01 - RESOLVED that, the following individuals have been recognized for outstanding individual achievement in interscholastic athletics:

Whereas, MAX O'CONNELL who is a student at Cranston High School West was undefeated in the Rhode Island Metropolitan Division Dual Meets Competition with a record of 30-0 for 2013-2014 and 2014-2015 wrestling seasons;

Whereas, Max was the Rhode Island Interscholastic League State Champion in the 145lb weight class for the 2013-2014 and 2014-2015 wrestling seasons;

Whereas, he was selected by the Providence Journal for All State 1st Team honors for the past two wrestling seasons;

Whereas, Max was selected by the Providence Journal for 1st team Metropolitan League honors for the 2013-2014 and 2014-2015 wrestling seasons;

Whereas, in 2015 he was selected by the Rhode Island Coaches Association as the Academic State Candidate in the 145lb weight class;

Whereas, in the 2013-2014 and 2014-2015 wrestling seasons he was undefeated in Pre-State Tournament Play;

Whereas, RYAN GOMEZ, a student at Cranston High School West was undefeated in the Rhode Island Metropolitan League Dual Meets with a record of 15-0 for the 2014-2015 school year;

Whereas, Ryan was selected by the Providence Journal for 1st Team Metropolitan League honors during the 2014-2015 wrestling season;

Whereas, he was selected the Team Providence Journal for All-State 2nd Team honors in the 138lb weight class for the 2014-2015 wrestling season;

Whereas, Ryan for Pre-State Tournament Play had won 1st place, three 2nd places and one 3rd place finishes in the 138lb weight class for the 2013-2014 wrestling season;

Be it RESOLVED, that the above student athletes be formally congratulated by the Cranston School Committee for their outstanding accomplishments, and for their exemplary leadership in their schools and community.

Be it further RESOLVED, that he be presented with a copy of this Resolution signed by the members of the School Committee.

A motion was made to approve by Mrs. Culhane; seconded by Mr. Traficante. The roll was called; all were in favor.

ADMINISTRATION

Dr. Lundsten stated - tonight on the Agenda we have four retirements and I would like to recognize our employees for the service they have given to this community. Totally, these ladies have given over 107 years of service to the Cranston Public Schools. Maureen DeCesaris has been a six (6) hour Teacher Assistant for 23 years. I would like to wish her the very best in her retirement. Carol Goding has been with us for 27 years as a Teacher Assistant, mainly at Hope Highlands. We would like to wish her the very best. Ruth Billings has been with us for 29 years and she is currently a 6th grade teacher at Arlington. I will take some personal latitude here by telling that you that when she first started, we started together. She was a teacher who worked in my 3rd grade classroom. She will be truly missed and she is a wonderful teacher. We are also recognizing tonight, Andrey Guttin who has been at Cranston High School West as a Program Supervisor and also as a Family and Consumer Science teacher. She is retiring after 28 years. She has been wonderful with our students. You have seen her testify here. She has a true passion for this subject area and we wish her the very best.

Resolution No. 15-04-02 RESOLVED, that at the recommendation of the Superintendent, the following certified personnel be appointed as

substitutes on a temporary basis as needed:

Mark Pechak, Social Studies

Beverly Smith, Nurse-Teacher

Kimberlee Mowbray, Special Education Elementary\Middle

Resolution No. 15-04-03 RESOLVED, that at the recommendation of the Superintendent, the following certified staff member be granted a leave of absence without compensation as provided in Article XIX, Section F of the Master Agreement between the Cranston School Committee and the Cranston Teachers' Alliance:

Jill Robbins, Teacher

Peters

Effective Date...August, 2015 to August, 2016

Resolution No. 15-04-04 RESOLVED, that at the recommendation of the Superintendent, the following individual(s) be appointed as an athletic coach:

Nancy Hersey, Assistant Coach Boys' Tennis

CHSW

Step-7

Class-D

Playing Competition-High School

Experience-CHSW Assistant Coach Girls' Tennis

Certification-RI Coaches Certification; CPR\AED\First Aid

Resolution No. 15-04-05 RESOLVED, that at the recommendation of the Superintendent, the retirement of the following certified personnel be accepted:

Audrey Guttin, Teacher

Cranston West

Effective Date...June 30, 2015

Ruth Billings, Teacher

Arlington

Effective Date...June 30, 2015

Resolution No. 15-04-06 RESOLVED, that at the recommendation of the Superintendent, the following non-certified employee(s) be appointed:

Cheryl Ann Stern, Bus Monitor

Transportation

Effective Date....March 23, 2015

Replacement

Fiscal Note...12445090 51110

George Thibault, Jr., 5hr Custodian

Plant Operations

Effective Date...April 14, 2015

Replacement

Fiscal Note...12447050 51110

Raymond Ustinovich, Computer Technician

Technology

Effective Date...April 27, 2015

Replacement

Fiscal Note...17342660 51110

Abby Milson, Assistant

Kidsventure

Effective date...April 14, 2015

Replacement

Fiscal Note...51719111 51308

Alfred Quinones, 5hr Custodian

Plant Operations

Effective Date....April14, 2015

Replacement

Fiscal Note...11047050 51110

Levy Valenzuela, 5hr Custodian

Plant Operations

Effective date...April 14, 2015

Replacement

Fiscal Note...11647050 51110

Resolution No. 15-04-07 RESOLVED, that at the recommendation of the Superintendent, the following non-certified personnel be appointed as substitutes on a temporary basis as needed:

Lisabeth Apodaca, Secretary

Richard Gemma, Custodian

Audra Vadnais, Secretary

Resolution No. 15-04-08 RESOLVED, that at the recommendation of the Superintendent, the following non-certified staff member be granted a leave of absence without compensation as provided in Article X, Section C of the Master Agreement between the Cranston School Committee and the Cranston Teachers' Alliance:

Carol Russell, Bus Aide

Transportation

Effective Date...February 23, 2015 to August 31, 2015

Resolution No. 15-04-09 RESOLVED, that at the recommendation of the Superintendent, the retirement(s) of the following non-certified personnel be accepted:

Maureen DeCesaris, Teacher Assistant

Hope Highlands

Effective Date...June 30, 2015

Carol Goding, Teacher Assistant

Hope Highlands

Effective Date...June 30, 2015

Resolution No. 15-04-10 RESOLVED, that at the recommendation of the Superintendent, the resignation(s) of the following non-certified personnel be accepted:

Diane Ruggiero, Teacher Assistant

Orchard Farms

Effective Date...March 20, 2015

Carly Brunette, Bus Monitor

Transportation

Effective....March 23, 2015

Honey Camacho, Bus Monitor

Transportation

Effective....April 17, 2015

BUSINESS

Resolution No. 15-04-11 RESOLVED, a withdrawal in the amount of \$500,000 from excess funds currently on hand with the West Bay Health Collaborative be authorized by the School Committee. These

funds will be earmarked toward the School District's initial contribution into an "Other Post Employment Benefits" (OPEB) Trust Fund.

A motion was made by Mrs. Culhane; seconded by Mr. Traficante. Discussion followed.

Mr. Traficante stated – I do apologize Mr. Balducci for not calling you much earlier about this. I want to get some idea or clarification as to the purpose of this resolution. Would you mind explaining the amount of money that is held by the West Bay Collaborative? Also, do you want to put the money in OPEB in the current year or next year?

Mr. Balducci stated – The district belongs to the West Bay Health Collaborative for health and dental claims as we are self insured. Through that organization we pay what I refer to as a monthly premium and they on our behalf will reimburse Blue Cross for the actual claims. We have been a member now for several years. For example, we may pay them \$1.8 Million a month, but they on our behalf may only reimburse Blue Cross \$1.5 Million of claims. Over the years we have accumulated what now stands at approximately a \$6 Million dollars cash on hand with the organization. What I plan on doing with that is with this resolution is to take \$500,000 of that and put it into what is known as an Other Post Employment Benefit trust (OPEB). The organization that will establish that on our behalf is the

RI Inter Local Trust which is the organization that we purchase our vehicle and general liability insurance from. They will be implementing this trust beginning July 1. As a member of this organization, I want to be in the position that once this is up and running, we can make our initial contribution of \$500,000.

Mr. Traficante stated – The \$6 million dollars in the West Bay Collaborative, what is the maximum percentage you can take from this particular fund?

Mr. Balducci stated – I posed that question to the Executive Director and based on the size of the district and how much we contribute on a monthly basis, the most we can take in any given fiscal year is approximately 2 Million dollars. Not that we would want to do that. We have enjoyed several years of positive claims but it does not take long for that to turn around. That is the reason why I am only suggesting taking out \$500,000. Depending on how we do next year, there will be a similar resolution before you to ask for a withdrawal and then we can continue to fund the OPEB but not hurt ourselves at the West Bay Health Collaborative.

Mr. Traficante stated – How much do we have in OPEB right now?

Mr. Balducci stated – Zero.

Mr. Traficante stated – This will be the first installment?

Mr. Balducci stated – This is not something that we are required to do currently, but the Government Accounting Standards Boards that review both municipalities and school districts have to abide by, that requirement is a year or two away. I want to be in the position that we are doing it before we are required to do it.

Mr. Traficante stated – What percentage should we have in the OPEB Fund based on our gross budget? I know on the City side it has to be roughly around 10%. I am talking about reserve.

Mr. Balducci stated – There is no required balance. We go through the annual process of having an actuary company come in to give us what that number it is. Right now it stands at \$10 Million for the district. Again, over time we have to be in a position where we can fund that future obligation. Again,

Mr. Traficante stated – Thank you.

The roll was called; all were in favor.

PURCHASED AND PURCHASED SERVICES

Resolution No. 15-04-12 RESOLVED, that the following purchases be approved:

District-wide internet services and participation in the E-rate reimbursement process be approved for OSHEAN as our service provider for the 2015-2016 school year at a cost of \$36,000 of which approximately \$21,600 will be reimbursed by e-rate. (Purchase pending the availability of funding 2015-2016 budget)

A motion was made by Mrs. Culhane; seconded by Mr. Gale. Discussion followed.

Mr. Traficante stated – I understand the intent of this resolution, as well as some of the others. I am little concerned where it says “purchase pending the availability of funding 2015-2016 budget”. What bothers me is that we are predetermining where we are going to spend our money when we do not know what our budget is. We do not know what we are doing in the bank to do these particular things. They are very valid suggestions I just think we should wait until we hear from the City Council to find out what our bottom line is. Then we can determine what our priorities are.

Mrs. Ruggieri stated - Because I can only speak on this item, just know that this question is for all the other items that fall in this category. Are there deadlines or requirements that we need to make to ensure that we get these services at the rates that are currently being offered?

Mr. Balducci stated – The particular one you have in front of you there

is a deadline in participating in this statewide program. Internet services went out to bid. Two vendors submitted proposals – Cox Communications and this company. This company was vetted out by both RIDE and the district which is the reason why it stands before you tonight. Again, we need this contract in place and approved by the school committee. If you read some of the wording in the resolution, to get the e-rate reimbursement we need to have a contract in place currently.

Mr. Colford stated – Is this a cost avoidance for us?

Mr. Balducci stated - Yes it is.

Mr. Colford stated – Do you know how much? Is our current contract price \$36,000?

Mr. Balducci stated – Actually it is a little higher. This came in lower.

Mr. Traficante stated – Joe (Balducci), is that the only mandatory one you need at the present time?

Mr. Balducci stated – It is. It has been the practice of this district to put these kinds of items before you in the Spring is to get the contracts in place and then come July 1 when we do have an operating budget and we know what the operating dollars are, my office begins the process of issuing purchase orders. So whether

they be subscriptions or planners, come the first day of school the items are in place and they are not on a waiting list. The summer is usually the bulk of when all the districts are going to be doing these same types of purchases. Again, don't want to put this before you folks in July and then I am already behind the eight ball by the time I issue the purchase order. This is the reason why we do it now. We put that language in because my office is not going to issue a purchase order until July 1 and that is the first day we will be spending the budget. At that point we, will know what we are working with. These are items that are not really discretionary. We do need them.

Mr. Traficante stated – My concern is that we only have \$300,000 that we know of being proposed by the Mayor. I am just concerned that we do not have a budget and it is up in the air right now. There are a number of priorities in the proposal by the Superintendent. We may not be able to afford each and every one of these. I would much rather table them and see what we have in May. We can always come back in May or June and do these things. I think we are jumping the gun so to speak.

Dr. Lundsten stated – I have a concern about a few of these that we really need to be on top of. If you look at Resolution 15-4-14, which is the one that refers to the Physical Therapy Services. This service starts on July 1st. We are responsible for extended year programming which starts July 1. We need to make sure we have this

in place for our students with the West Bay Collaborative. I would ask you to be very careful with that one because we may be in conflict with the services we need to offer some of our students. The other one and maybe Joe (Balducci) you can help me with this. I am concerned with the elevator maintenance one. We want to make sure we maintain our elevators. It is an ADA requirement that we have them available and one day we miss elevator service is of concern. Those two in particular I am concerned about. Joe (Balducci) is this accurate?

Mr. Balducci stated – Yes it is an accurate assessment. I know we are not discussing this right now, but Resolution No. 15-4-19, the Athletics supplies. The reason why you don't see the wording "pending availability of funds", we are actually using current year dollars. A lot of the sports teams will start practicing in the middle to late summer and we want to make sure we are ahead of the curve at the end of the day.

Mr. Traficante stated – I want to discuss that separately because I have a couple of questions on that one as well. If you are talking about \$150,000, that is half our budget that is gone. We have not even discussed our budget or our priorities yet.

Mr. Balducci stated – Using the \$150,000 as an example, it is a required service.

Mr. Traficante stated – It can wait until May or June.

Mrs. Ruggieri stated – The concern for this one would be if we waited on the physical therapy or the internet services, we would lose those rates and the physical therapy, we have to have those services covered but it would make it harder for us to get those services covered?

Mr. Balducci stated – The \$150,000 is with the current vendor, West Bay Collaborative. If we wait until after July, this is something that the district has to have a conversation with West Bay about and ask them if they would be willing to extend their contract by a month and/or until our 2015-2016 budget has been approved. It is at \$150,000, we pay \$150,000 and there is no cost increase. The only one I am concerned with is the e-rate reimbursement for the internet service. Having the bulk of it being paid by the e-rate services is an opportunity I do not want to lose on behalf of the district.

Mr. Colford stated – As I see it, we stand to save \$25,000 in that move there. To me that makes sense.

Mrs. Culhane stated – I echo the sentiments of my colleagues and it is unfortunate that we are once again having to look at our budget and decide what cuts we will have to make. Clearly if things go the way they are now, we have a significant amount of cuts that we would be forced to make. I am getting the sense that these 3 things are

non-negotiable. These are things that we would not be able to cut from our budget. Obviously we can't cut physical therapy services because they are required. I understand the sentiment and echo my colleagues' statements, but I do not think these are things we would be able to cut anyway. I wonder why we would be looking at these things. I understand the concern of not having the money, but they are things we already budgeted for and are not items we would be cutting.

Mr. Traficante stated – I realize this is important, but I just think we are going about it wrong and moving too fast. We are already dictating which items are going to be expended before we even have a budget on our hands.

Mrs. Ruggieri stated – Joe (Balducci) to go on Mr. Traficante's point, would we be able to go back to the Collaborative and ask them for that money to cover those services? That's not what the money is for, right?

Mr. Balducci stated – That is correct. The excess funds would have to be used on behalf of health related expenditures. The OPEB Trust Fund is a perfect example.

Mrs. Ruggieri stated – Are there any other discussions for this resolution.

The roll was called; all were in favor.

Resolution No. 15-04-13 RESOLVED, that the following purchases be approved:

Elevator Maintenance per the bid contracted between The West Bay Collaborative and the National IPA for the period of 2015-2018 at a rate of \$2,751 per month payable quarterly. (Purchase pending the availability of funding 2015-2016 budget)

Mr. Traficante made a motion to table Resolution No. 15-04-13; seconded by Mr. Wall. The roll was called; Mr. Colford – Yes; Mrs. Culhane – Yes; Mr. Fusco – Yes; Mr. Gale - Yes; Mrs. Ruggieri – No; Mr. Traficante – Yes; Mr. Wall – Yes.

Resolution No. 15-04-14 RESOLVED, that the following purchases be approved:

Physical Therapy Services in the yearly amount of \$150,000 through the West Bay Collaborative for the 2015-2016 academic school year. (Purchase pending the availability of funding 2015-2016 budget)

Mr. Traficante made a motion to approve; seconded by Mrs. Culhane. Discussion followed.

Mr. Colford stated – Joe (Balducci) in the past, how many years going back have we been purchasing these physical therapy services?

Mr. Balducci stated – It is a requirement, so every year.

Mr. Colford stated – Is it 10 years, 20 years?

Dr. Lundsten stated – Michele (Simpson) when did we start purchasing these services?

Mrs. Simpson stated – We have been purchasing them for 3 years. It is a requirement.

Dr. Lundsten stated –Prior to using West Bay we were with another agency. Since we have been with West Bay we have been very pleased with their services. They are top notch and I would really encourage you to consider this. It was a much more reasonable rate than what we were paying.

Mr. Traficante stated – Is that an RFP that is sent out for this?

Mr. Balducci stated – We were purchasing it from another vendor and when that contract expired we did go out to an RFP. All 3 vendors were dramatically higher than what we were paying at the time. This

is when we initiated the conversation with West Bay to see if they would be interested in offering this service. They thought it was a great idea and provided us with a proposal. They were much cheaper than what we were paying with our current vendor at the time.

Mr. Traficante stated – Why didn't West Bay respond to the RFP?

Mr. Balducci stated – At the time they were not offering those services. It was not until we approached them about it and they thought it was a good idea. They started from the ground zero and created this program.

Dr. Lundsten stated – West Bay has worked with us on several other initiatives. When we go to them with a particular need based on what the students are finding challenging they will often come up with creative ways to get services and at a reasonable rate. I sit on this board, as do other Superintendents.

Mrs. Ruggieri stated – Any further discussion?

The roll was called; Mr. Colford – Yes; Mrs. Culhane – Yes; Mr. Fusco – Yes; Mr. Gale – Yes; Mr. Traficante – No; Mr. Wall – Yes.

Resolution No. 15-04-15 RESOLVED, that the following purchases be approved:

Student Planners (funded by Middle School annual order allocation) in the amount of \$6,555 (Purchase pending the availability of funding 2015-2016 budget)

Number of bids issued 4

Number of bids received 1

Mr. Traficante made a motion to table Resolution No. 15-04-15; seconded by Mr. Colford. The roll was called; all were in favor.

Resolution No. 15-04-16 RESOLVED, that the following purchases be approved:

Subscriptions in the amount of \$4,298 (Purchase pending the availability of funding 2015-2016 budget)

Number of bids issued 5

Number of bids received 5

Mr. Traficante made a motion to table Resolution No. 15-04-15; seconded by Mr. Gale. The roll was called; all were in favor.

Resolution No. 15-04-17 RESOLVED, that the following purchases be approved:

Photocopy supplies in the amount of \$31,090.50 (Purchase pending the availability

of funding 2015-2016 budget)

Number of bids issued 2

Number of bids received 2

Mr. Traficante made a motion to table Resolution No. 15-04-15; seconded by Mrs. Culhane. The roll was called; all were in favor.

Resolution No. 15-04-18 RESOLVED, that the following purchases be approved:

Dishwasher for the CACTC in the amount of \$11,000. Funding provided through Grant state funds.

Number of bids issued 3

Number of bids received 3

Resolution No. 15-04-19 RESOLVED, that the following purchases be approved:

Athletic Supplies in the amount of \$14,173.96.

Number of bids issued 13

Number of bids received 8

Mr. Traficante made a motion to approve; seconded by Mr. Colford. The roll was called; all were in favor.

POLICY AND PROGRAM

Resolution No. 15-04-20 RESOLVED, that at the recommendation of the School Committee, the following policy be approved for first reading (see attached):

Policy No. TBD Security Policy

Resolution No. 15-04-21 RESOLVED, that at the recommendation of the School Committee, the following 5000 series, Students be amended or deleted for first reading (see attached):

Policy No. 5118.7 Affirmation of Residency Affidavit & Exhibit A Delete

Policy No. 5131.1 Bus Conduct Amend

Policy No. 5131.1a Rules for Students Riding School Buses Amend

Resolution No. 15-04-22 RESOLVED, that at the recommendation of the School Committee, the following 6000 series, Instruction be amended for first reading (see attached):

Policy No. 6153.1 Field Trip Procedures Amend

Policy No. 6153a, b, c, d Field Trip Procedures Amend

Resolution No. 15-04-23 RESOLVED, that at the recommendation of

the School Committee, the following 3000 series, Non-Instructional Operations be deleted for first reading (policies on file with the Superintendent's Office):

Policy No. 3541.1 Operation – Use of Busses Delete

Policy Bo. 3541.3 Routes and Services Delete

Policy No. 3541.21 School Committee Delete

Policy No. 3541.22 Superintendent of Schools Delete

Policy No. 3541.23 Principals Delete

Policy No. 3541 23a Principals Delete

Policy No. 3541.24 Bus Drivers Delete

Policy No. 3541.31 Transportation/Disembarking Students Delete

Policy No. 3541.33 Special Transportation for Exceptional Delete

Children

Policy No. 3541.34 Special Transportation for Non-Public Delete

School Pupils

Policy No. 3541.41 Maintenance of Equipment Delete

Policy No. 3541.42 Vandalism Delete

Policy No. 4216.2 Bus Drivers Delete

Resolution No. 15-04-24 RESOLVED, that at the recommendation of the School Committee, the following policy be approved for first reading (see attached)

Policy No. TBD In-School Observations of Students

Resolution No. 15-04-25 RESOLVED, that at the recommendation of the superintendent, the following Conference/ Field Trip of Long Duration be authorized:

1. Ms. Vitulli, Mr. Gluck along with four chaperones and 56 students at Cranston High School West to travel to Rockport, Maine on Wednesday April 22, 2015 through Saturday, April 25, 2015. Students will participate in the New England Drama Festival and attend theater workshops, observe award winning productions and perform Radium Girls. Transportation will be provided by MDT, and housing arrangements are at Samoset Resort, 220 Warrenton St, Rockport, Maine. Trip funded through fundraising efforts.

Resolution No. 15-04-26 RESOLVED, that the School Committee hereby approves the revisions to the Teacher Evaluation Handbook (first reading) (on file with the Superintendent's Office).

Resolution No. 15-04-27 RESOLVED, that at the recommendation of the Superintendent, the 2015-2016 School Calendar be adopted.

A motion was made by Mr. Traficante; seconded by Mr. Gale. Discussion followed.

Mr. Colford stated – I would like to make an amendment that we look at the February vacation where we only have two days scheduled there. I say we make it the whole 5 days for that week which would

add the 3 additional days onto the end of the school year. Instead of ending on June 13, 2015, it would be June 16, 2015.

Mr. Gale seconded the amendment.

Mr. Traficante stated – Is that in the form of an amendment?

Mr. Colford stated - Yes, that is in the form of an amendment.

Mrs. Ruggieri asked if there was any discussion.

Mr. Traficante stated – I echo those same sentiments.

Mrs. Culhane stated – I would like, through the Chair, to ask my colleague what the rationale is behind that. I know Providence has moved to a similar calendar with 2 days in February. Some people have used the term overwhelming with the 59% in favor of certain things, but I do not see 59% as overwhelming. I am just wondering what the rationale would be to having the whole week.

Mr. Traficante stated – I won many elections with 59%. We sent out a survey and got the feelings of the parents and several teachers as well in that survey and I agree with it that we should honor their wishes. That is my personal opinion.

Mr. Colford stated – In addition to that, I had a number of constituents

get in touch with me this week and that was what they voiced and preferred to do. In terms of representing them, those are their wishes.

Mrs. Ruggieri stated – Ideally, for me a statewide calendar would be wonderful. What is happening right now is we have 8 or 9 districts where they have adopted a calendar with a start date of September 1st. They have cut their February vacation to the 4 day week which is where this kind of came from and even before Providence did theirs. We looked to see what seems to be a trend and unfortunately could not get an agreement statewide for everyone to be on the same page. That is why when we originally looked at this calendar it was an abbreviated February vacation because it seemed like that is where the direction was heading. While we did look at the survey and all the commentary that went along with it, I think that this proposal seemed to be a compromise of sorts. We can't put in what everybody wanted....starting September 9th and having 2 weeks off in December and then having a February week and then a week in April. To me I looked at this and thought it was a decent compromise as far as what the wishes were. That is where it is coming from.

Mr. Gale stated – The 59% is a good amount. I have heard from my constituents as well and they want the February vacation as well. That is where I stand.

Mr. Wall stated – Just to echo my colleague's statements, I have heard from my constituents as well and not to repeat itself, but if we

have the data available that suggests 59%, then I support Mr. Colford's amendment as well.

Mrs. Ruggieri stated – On that amendment to the calendar, do we want to go through every amendment we want to make and then vote on the calendar?

Mr. Traficante stated – Yes.

Mrs. Ruggieri stated – I want to make two amendments to the calendar as well. Mrs. Culhane, would you mind assuming the Chair?

Mrs. Culhane stated – Yes.

Mrs. Ruggieri stated – When we originally talked about the start date for the school calendar, the Superintendent had mentioned that she believed September 2nd would be a better start date for students. Just to give us the extra day to getting our construction projects completed without really going further out, after Labor Day which this year starts later but still continues with the September start date. This is one amendment I would like to offer. The second amendment I would like to offer....I have heard from several constituents over the last few days regarding the Jewish holidays and to the speaker that spoke before, there is a second day of Rosh Hashanah that might not actually be a day that that the district needed to have off and so I would make that amendment that September 15, 2015, the second day

of Rosh Hashanah go back on as a school day.

Mr. Traficante seconded that.

Mrs. Ruggieri asked if there were any discussion on those amendments.

Mr. Wall stated – Just that I agree with the amendment and what you said.

Mr. Colford stated – I just want a point of clarification....this calendar is scheduled to start on September 1st?

Mrs. Ruggieri stated – The teaches on the 1st and the students on the 2nd..

Mr. Colford stated – But you are amending the start to September 2nd so that would take away a day on the other end, correct?

Mrs. Ruggieri stated – It balances out because we are taking away September 15, 2015 so it is a wash.

Mr. Traficante stated – The teachers report a day earlier so they will be there on September 1st.

Mrs. Ruggieri stated - The teachers will be there on September 1st

and the students on September 2nd. Originally I know that was what we had discussed with the Superintendent. Are there any further amendments to the calendar?

Just for clarification, the amendments on the Calendar would be to replace the February vacation, start the students on September 2nd and teachers September 1st and the second day of Rosh Hashanah would be September 15th which would now become a school day.

Mr. Gale stated – Do we vote on those all at one time?

Mr. Traficante stated – Those can be friendly amendments that were made.

Mr. Gale stated – I prefer to vote on them one by one.

Mr. Traficante stated – Individually?

Mr. Gale stated – Yes.

Mrs. Ruggieri made an amendment to return February vacation for the full week; seconded by Mr. Traficante. The roll was called; all were in favor.

Mrs. Ruggieri made an amendment to change the start date to September 2nd for students and September 1st for teachers and staff;

seconded by Mr. Traaficante. The roll was called; all were in favor.

Mrs. Ruggieri made an amendment to put September 15, 2015 back on to the calendar as a regular school day; seconded by Mr. Traficante. The roll was called: Mr. Colford – No; Mrs. Culhane – Yes; Mr. Fusco – Yes; Mr. Gale – No; Mrs. Ruggieri – Yes; Mr. Traficante – Yes and Mr. Wall – Yes.

Mr. Votto stated- What about amending the end date?

Mr. Colford stated – I thought I made that part of my amendment that we added the three days in February and moved the finish date to June 16th?

Mrs. Ruggieri stated – It is actually moved to the 16th but then we also have to have the additional make up days for inclement weather which would go from the 17th – 23rd.

Mrs. Culhane stated – For clarification, the last day would be the 16th and snow days would be the 17th – 23rd?

Mrs. Ruggieri stated – yes.

Mrs. Ruggieri made an amendment to move the end date of the school calendar; seconded by Mr. Traficante. The roll was called; all were in favor.

Mr. Traficante made a motion to approve Resolution 15-4-27 as amended; seconded by Mrs. Culhane. The roll was; all were in favor.

Mrs. Ruggieri stated that the School Calendar for 2015-2016 will be posted on the School's website by the latest on Wednesday.

TABLED RESOLUTION(S)

Resolution No. 15-03-21 RESOLVED, that at the recommendation of the School Committee, the following policy be approved for first reading (see handout).

Policy No. TBD Comprehensive Assessment System

Public Hearing on Non-Agenda Items

a. Jack Santangelo, Vice President of the Cranston Teachers Alliance – Spoke on Good Friday

b. Kerri Kelleher, 83 Freedom Drive, Cranston, RI – Spoke on Teachers' absences; Sodexo

Announcement of Future Meeting(s) – May 13, 2015 and May 18, 2015

Adjournment

A motion to adjourn this meeting was made by Mrs. Culhane; seconded by Mr. Gale. All were in favor. The meeting adjourned at 7:26 p.m.

Respectfully submitted,

**Stephanie A. G. Culhane
Vice Chairperson**

**CRANSTON PUBLIC SCHOOLS
CALENDAR FOR 2015-2016
Resolution No. 15-04-**

At the discretion of the Superintendent of Schools, and with School Committee approval, this calendar may be altered during the scheduled recess periods or at the end of the school year, due to emergencies affecting the health and safety of our students and/or operation of our schools.

MONTH M T W T F DAYS MONTH M T W T F DAYS

Aug. 24 25 26 27 28 Feb.

31 (0) 1 2 3 4 5

8 9 10 11 12

Sept. 1 2 3 4 X X 17 18 19 X 8 9 10 11 22 23 24 25 26 (19)

X X 16 17 18 29

21 22 X 24 25 (18) Mar.

28 29 30 1 2 3 4

Oct. 1 2 7 8 9 10 11

5 6 7 8 9 14 15 16 17 18

X 13 14 15 16 21 22 23 24 X (22)

19 20 21 22 23 28 29 30 31

26 27 28 29 30 (21) Apr. 1

4 5 6 7 8

Nov. 11 12 13 14 15

2 3 4 5 6 X X X X X

9 10 X 12 13 25 26 27 28 29 (16)

16 17 18 19 20

23 24 25 X X May

30 (18) 2 3 4 5 6

9 10 11 12 13

Dec. 1 2 3 4 16 17 18 19 20

7 8 9 10 11 23 24 25 26 27

14 15 16 17 18 X 31 (21)

21 22 23 X X

X X X X (17) June 1 2 3

Jan. X 6 7 8 9 10

4 5 6 7 8 13 (14 15 16 17

11 12 13 14 15 20) 21 22 23 24

X 19 20 21 22 27 28 29 30 (9)

25 26 27 28 29 (19) 87

93 180

***New Teacher Orientation –**

****All Professional Staff Orientation –**

First Day of School for Students – Tuesday, September 1, 2015 – ALL GRADES REPORT

SCHOOLS WILL BE CLOSED (X=no school)

Sept. 7, 2015 Labor Day

Sept. 14-15, 2015 Rosh Hashanah

Sept. 23, 2015 Yom Kippur

Oct. 12, 2015 Columbus Day Observed

Nov. 11, 2015 Veterans' Day Observed

Nov. 26 and 27, 2015 Thanksgiving Recess

Dec. 24 to Jan. 1, 2016 Holiday Recess (includes Christmas Day/Dec. 25 & New Year's Day/Jan 1)

Jan. 18, 2016 Martin Luther King, Jr. Day

Feb. 15 - Feb. 16, 2016 Winter Recess (includes Presidents' Day / Feb. 15)

March 25, 2016 Good Friday

April 18 to April 22, 2016 Spring Recess

May 30, 2016 Memorial Day Observed

Schools close June 13, 2016 or the 180th student day (June 14th to June 20th) = make-up days for inclement weather)

gm

Cranston Public Schools Policy #.....

SECURITY POLICY

Proposed by Assistant Superintendent Jeannine Nota-Masse and School Committee Member (TBD)

Effective (DATE TBD)

General Policy Statement

This policy shall provide guidelines and establish procedures for identification protocols, camera surveillance systems, authorized users who may monitor, modify, expand, and maintain/repair such system(s) for the Cranston Public Schools.

Staff will be required to wear school-issued identification badges during the work day as well as during any paid assignments (i.e. extracurricular activities, summer school, after school activities).

Cameras shall only be placed in public areas such as hallways, classrooms, athletic areas, parking lots and public walkways. The surveillance system cameras shall not be placed in areas where individuals may have a reasonable expectation of privacy (e.g. restrooms, locker rooms, private offices, staff lounges). Audio recordings shall not be taken.

Signs will be posted in conspicuous locations informing persons that the buildings and grounds may be under video surveillance.

The District shall notify students, staff and the general public that video surveillance will occur on school property through use of the

signage and other appropriate notifications including a notice in the student handbook.

Maintenance of the cameras and recording systems will be the responsibility of the District.

The use of video surveillance equipment on school grounds shall be supervised by the Superintendent or Designee. Only individuals authorized by the Superintendent or Designee may view the surveillance recordings. The recordings may be used in investigations pertaining to violations of school policies including but not limited to, acts of theft, vandalism, assault or any acts which could compromise student/staff safety.

All such recordings shall be treated as confidential and shall not be released to individuals or agencies outside of the District except through subpoena or other court order requiring such release. Any requests for recordings must be sent in writing to the superintendent of schools. Any law enforcement agency may be provided with a duplicate of the recorded materials in conjunction with an ongoing investigation by that agency.

** **

5118.7

STUDENTS

AFFIRMATION OF RESIDENCY AFFIDAVIT

The Cranston Public Schools has constantly established a reputation for excellence, and due to their success and Cranston's proximity to other urban areas, Cranston Public Schools may occasionally attract students who may not live in Cranston.

The committee hereby authorizes the Superintendent to include and require the attached affidavit (see Exhibit A) to be signed (along with the disciplinary code letter of understanding) at the beginning of each school year, or, in the case of new students entering during the school year, before such students are admitted.

This affidavit should identify the student, his or her parent, guardian, or approved caretaker along with the legal Cranston address where the student resides. This shall be a legally binding agreement for the liability of payment of out-of-district tuition (as set by the committee) by the parent, guardian, or caretaker should it be determined that the student does not reside in Cranston. The student will be automatically demitted from the school and may not be re-admitted until such time as proof of residency is made.

This affidavit would exclude those out-of-district students who attend the Cranston Area Career & Technical Center, the New England Laborers'/Cranston Public Schools' Construction Career Academy, or any out-of-district students attending Cranston Public Schools under state and federal mandates.

Policy Adopted: May 16, 2007 CRANSTON PUBLIC SCHOOLS

Resolution No.: 05-5-7 CRANSTON, RI

5118.7

(Exhibit A)

CRANSTON PUBLIC SCHOOLS

AFFIDAVIT

Caution: Read this statement carefully before signing. This document requires you to provide information which, if not true, could make you responsible for the payment of tuition for your child to attend the Cranston Public Schools.

I.

I, _____, affirm that

(name)

(child's

name)

whose birth date is _____ resides

permanently with me at

(month/day/year)

my residence at _____, in

the Cranston, RI

(street address)

Public School District. I am the (check one):

_____ custodial parent

_____ legal guardian

_____ state appointed custodian

_____ person responsible for the child who resides with me for other than

the sole purpose of attending the Cranston Public Schools of the above-named child. Submitted with this statement, if applicable, is a certified copy of a court order granting me custody, legal guardianship, or temporary state custody of the above-named child.

II.

I understand that only legal residents of the City of Cranston, who are otherwise eligible, are entitled to be educated by the City of Cranston without charge.

III.

If any of the information above ceases to be true, I shall immediately notify the Cranston Public Schools in writing and, if the child is permitted to remain in the Cranston School System, I will be responsible for payment of tuition for the child at the prevailing district rate on a pro-rated basis (unless otherwise permitted to remain in the district by applicable law or regulation.) Such payment shall be charged from the date that any of the above information ceases to be true. Such tuition shall become immediately due and payable.

I affirm that the above statements are true and accurate to the best of

my knowledge:

Signature

Date

** **

STUDENTS 5131.1

Bus conduct

No unauthorized person or persons shall be allowed to ride on a school bus or other vehicle belonging to the Cranston School Department.

Individuals transported by bus, shall conduct themselves in accordance with all rules and regulations established by the School Committee or their designees and the individuals' conduct shall demonstrate regard and safety for other passengers.

Policy **CRANSTON SCHOOL DEPARTMENT**

Adopted: **Cranston, Rhode Island**

STUDENTS 5131.1a

Bus conduct

Rules for Students Riding School Buses

- 1. The driver is in full charge of the bus and pupils. Pupils must obey the driver promptly and willingly.**
- 2. Pupils shall ride their regularly assigned bus at all times, unless permission has been granted by the school authorities. School authorities should verify with the drivers the availability of extra seating space and should not issue bus passes for non-regular riders if it will cause standees on the bus.**
- 3. Unless by written permission of school authorities, no pupil shall**

be permitted to leave the bus except at his or her regular stop.

4. Each pupil may be assigned a seat in which he/she will be seated at all times, unless permission to change is given by the school principal and/or driver.

5. Outside of ordinary conversation, classroom conduct must be observed.

6. Pupils are to assist in keeping the bus clean by keeping their waste paper off the floor. Pupils must also refrain from throwing refuse out of the windows. To help keep the bus clean, eating is not allowed.

7. No pupil will smoke or light matches/lighters on a school bus.

8. No pupil shall at any time extend his/her head, hands or arms out of the windows, whether the school bus is in motion or standing still.

9. No pupil shall open a window on a school bus without first getting permission from the school bus driver.

10. Pupils must see that they have nothing in their possession that may cause injury to another, such as sticks, breakable containers, any type of weapon, straps or pins extending from their clothing.

11. Each pupil must see that his books and personal belongings are

kept out of the aisle. Special permission must be granted by school authorities to transport any large items.

12. No pupil will be allowed to talk to the driver more than is necessary.

13. No pupil shall sit in the driver's seat, nor shall any pupil be located to the immediate left or right of the driver.

14. Pupils are to remain seated while the bus is in motion, and they are not to get on or off the bus until it has come to a full stop.

15. Pupils must leave the bus in an orderly manner and must obey the orders of the school bus driver. They must not cross the road until given consent by the school bus driver. When boarding or leaving the bus, pupils should be in view of the driver at all times.

16. Pupils must cross the road at least ten (10) feet in front of the bus and never behind it.

17. Pupils must not stand or play in the roadway while waiting for the bus. Pupils should leave home early enough to arrive at the bus stop before the bus is due. When the bus approaches the stop, the student shall remain over to the right until the bus makes a complete stop. There shall be no pushing or shoving on boarding the bus.

18. Self-discipline should be exercised by pupils at the bus loading area. Students should refrain from pushing and shoving other students.

19. Pupils who have to walk some distance along the road to the bus loading zone, where practicable, must walk on the left hand side facing the oncoming traffic. This will also apply to pupils leaving the bus loading zone in the afternoon.

20. Students' misconduct on a bus will be sufficient reason to discontinue providing bus transportation to those students involved.

21. In the event of an actual emergency, emergency exits procedures, as established by the emergency exit drills, will be followed.

22. Parents of students damaging school buses will be responsible for proper reimbursement to the school district.

Adopted: Cranston, Rhode Island

** **

6153.1

INSTRUCTION

Field Trip Procedure

Any trip including Cranston school students made during school periods or vacation periods must be in compliance with Administrative Regulations for Policy 6153a and meet appropriate school system bidding, insurance, safety and transportation procedures.

Any other pertinent requirements to insure complete compliance with all school committee policies may be added to the administrative regulations.

The superintendent will report all overnight approved activities to the school committee at the next regular monthly meeting.

** **

6153a

FIELD TRIP PROCEDURES

- 1. Field trip request forms should be sent to the Assistant Superintendent's Office three weeks days prior to the trip. (Per our field trip documents)**
- 2. Buses are available from 9:00 A.M. (pick-up) to 1:50 P.M. (return to school). In some cases we can provide a bus at 8:30 A.M., but you must call Transportation first to check availability.**
- 3. Field trips will be accepted throughout Rhode Island, and at the discretion of the Director of Transportation, outside of the state within the hours listed in number 2.**
- 4. Approximate cost for your trip can be figured by the number of hours of the trip plus one (1) hour for travel time.**
- 5. Due to the cost of fuel there will be a surcharge over the cost of the driver. Outside of city limits there will be a fuel surcharge fee. If the**

trip involves travelling over the Newport Bridge the toll fees will be the responsibility of the school.

6. YOU WILL RECEIVE CONFIRMATION OF THE TRIP 4-5 DAYS PRIOR TO THE DATE OF THE TRIP. IF YOU DO NOT RECEIVE CONFIRMATION WITHIN THIS TIME, CONTACT THE TRANSPORTATION OFFICE IMMEDIATELY.

7. At least one (1) teacher MUST be on the bus during the trip and is responsible for the behavior of the students. There is NO EATING OR DRINKING allowed on the bus while it is moving. THIS APPLIES TO EVERYONE.

8. If you feel a driver was discourteous or their driving made you uncomfortable, please contact the Transportation Office when you return from the trip.

9. Trips travelling outside the state may be booked with a private contractor. Cost of the trip will be based on the availability of the bus size and field trip request forms should be sent in at LEAST ONE (1) MONTH in advance. Buses will be Coach buses. Cost will be determined upon availability.

10. When you receive your bill, please send payment to the Transportation Office within ten (10) days after the receipt of the bill.

11. If for any reason you are going to cancel a trip, you MUST call this office at least ONE (1) HOUR prior to pick-up time or you will be charged a minimum fee.

12. Capacity of buses is sixty-five (65) persons. Middle and high schools should not exceed 45-50 passengers per bus, including adults, because students will have to sit three (3) to a seat.

OTHER CONSIDERATIONS

1. Adequate instructional preparations for the trip should have been made.

2. Follow-up activities should be planned.

3. Necessary safety precautions including permission slips, adult/student ratio, insurance coverage of carrier, etc. have been investigated to the satisfaction of the Transportation Department, principal or his/her designee.

4. Students have been properly instructed as to the code of conduct expected.

***Programs involving school bus transportation which are an integral part of the program such as computer math, swimming, YMCA, physical education, etc. will be ongoing.**

** **

6153b

II. Procedures for Obtaining Transportation

A. Using School Vehicles

1. A permission slip must be obtained from parent or guardian for each student who participates in the field trip prior to its taking place.

2. Bus Request Form will be utilized for all field trips.

3. Request must be submitted at least two weeks prior to a planned trip. Requests submitted with less than two weeks

lead time, may be returned

with no action taken. The school or teacher will be notified of action taken

on a request at least five days prior to the trip.

4. All requests will be submitted to the Office of the Assistant Superintendent.

5. Approval will be based on revised established Criteria for Field Trips.

6. The entire cost for the use of the school vehicle for the trip will be deducted

from the building's field trip allocation.

B. Using Commercial Carriers - Using School Funds (Partial Payment)

1. Same as item 1 above

2. Same as item 2 above

3. Same as item 3 above

4. Same as item 4 above

5. A portion of the school's cost may be approved for payment with school

funds with the balance made up by the individual school and/or participating

students. Consideration might be given to charging a small fee to students to defray the higher cost of commercial carriers.

6. With the request for the field trip, a cost estimate must be submitted.

7. When using a commercial carrier, under this section, the Transportation Department will make arrangements with the carrier.

6153c

C. Use of Vehicles and Funds Other Than Those of the School Department

- 1. Permission for such trips must be approved by the principal and notification to the Assistant Superintendent must be made at least ten days prior to the trip taking place.**
- 2. Permission must be granted in writing by parent or guardian before each student is allowed to go on any field trip.**
- 3. Cost to students to cover the expense of such trips should be kept as low as possible.**
- 4. Proper adult supervision must be maintained; no less than a 1:10 ratio.**
- 5. Transportation Department will be responsible for ensuring that the commercial carrier is safe and adequately insured for such trips.**

D. General Consideration Covering All Trips

- 1. No student should be denied the privilege of any trip because of his inability to pay the established charge.**
- 2. Permission in writing must be obtained before any student will be allowed to participate in a field trip experience.**
- 3. A 1:10 pupil/adult ratio will be maintained on all trips.**

4. Arrangements for safe conduct home must be made prior to the trip for any group arriving back after normal school hours.

5. Necessary safety precautions must be maintained during the time students are away from the vehicle and while they are aboard the vehicle.

III. Guidelines for Field Trips

Well organized, carefully planned tours and field trips that contribute to the educational growth of the students involved, shall be considered an important adjunct to pupil activity.

A. Field Trips of Short Duration

Field Trips of short duration shall be considered as any field trip whose total time to and from the destination shall not exceed one day.

Guidelines

- a. Planned at least one week in advance, longer if possible.**
- b. Approved by the building principal, even if it is a walking trip and it involves leaving the school grounds.**
- c. A part of the instructional program of the class.**

- d. Organized under the “buddy system” whenever possible.**
- e. No child shall be restricted from making any trip because of lack of finances.**
- f. Parental permission forms must be signed by the parents and placed on file with the building office for all field trips except those within walking distance of the school.**
- g. Principals must see to it that field trips are equalized within their building.**

** **

CRANSTON PUBLIC SCHOOLS

Guidelines Regarding In-School Observations for all Parents

These guidelines have been established in order to minimize disruption in instruction and/or to the educational process in general.

1. Requests to observe classrooms in the school shall be provided in writing to the school administration. The request must state the reason for said observation. Only a parent may observe, and the parent shall not bring anyone else to the observation.

2. Parents requesting to observe a classroom must comply with the “Visitor Policy” adopted by the Cranston School Committee (Policy 1250).

3. Parents requesting to observe a classroom must be accompanied by an administrator at all times.

4. Parents may observe no more than one (1) time per quarter unless specific permission has been granted by the Superintendent or his/her designee.

5. Parents observing a classroom shall be apprised of the confidentiality requirements under the law. The scope of the observation shall be limited as necessary and as determined by the Administration. Parent may be required to sign a separate confidentiality and indemnity agreement as determined by the Administration.

6. Prior to the observation, school administration shall establish the time and duration of the observation. In no event shall an observation be longer than thirty (30) minutes unless express permission is granted by the Superintendent or his/her designee. During the observation, there can be no attempt to engage a teacher or therapist in conversation or ask questions during the instruction. There shall be no attempt to engage with the student being observed or any other

students unless expressly authorized by the administrator accompanying the observer. Taking notes, tape recording, or videotaping shall not be allowed during the visit unless permission is granted by the administration prior to the observation. Such behavior will be considered disruptive and the parent will be asked to leave the classroom.

7. The Cranston Public Schools reserve the right to rescind observation privileges allowable under state and federal regulations to any parent who does not comply with the guidelines established by the school administration or when such visits disrupt the educational environment as determined by the building principal.

I understand and agree to comply with the above-referenced policy regarding in-school observations. By signing this agreement, I agree to comply with the terms and conditions herein.

Name Signature

Student's Name

Cranston Public Schools

Confidentiality and Indemnity Agreement

Observation of Student

It is the responsibility of the Cranston Public Schools (hereinafter "CPS") to follow all state and federal laws relating to the confidentiality of information for both students and staff. Additionally, it is the policy of CPS to provide our students and employees with a level of privacy and confidentiality with any information concerning any of our students or employees.

In the course of your observation you may have access to information about other students or employees, their families and/or personal business.

Therefore, I agree that:

I will hold confidential any information I may observe or derive from tangible Education Records of any student other than my own child. I understand that the term "Education Records," as used in this agreement, means records and other tangible materials that contain information directly related to a student, or any information derived from tangible records, and are maintained by the Cranston School Department or its agents and employees

I understand that if I violate this confidentiality agreement, I shall never again be allowed to observe any student in the CPS and legal action could be taken against me. I further agree to indemnify the CPS in the event that I violate my confidentiality requirement and legal action is taken against CPS for any damages assessed against CPS.

I further understand that an administrator and/or staff member shall accompany me throughout the observation. I agree not to take any action during the course of the observation which would disrupt the educational environment. I understand that if I do disrupt the educational environment at any time the observation shall be terminated immediately.

I have read this confidentiality agreement and agree to its terms.

Name

Signature

Date