

**NEW ENGLAND LABORERS'/CRANSTON PUBLIC SCHOOLS
CONSTRUCTION and CAREER ACADEMY
BOARD OF DIRECTORS MEETING**

August 20, 2014

12:00 P.M. Executive Session

Public Session Immediately Following

4 Sharpe Drive

MINUTES

This meeting of the New England Laborers' and Cranston Public Schools Construction and Career Academy was held on the above date in the conference room and called to order at 12:00 noon with the following members present: Chairman Traficante, Mr. Jay Sabitoni, Dr. Leone, Mr. Cardi, Mr. Jacobs, Dr. Lundsten, and Mr. Santangelo. Absent were Mr. Rampone and Mrs. McFarland.

Dr. Lundsten made a motion to convene into Executive Session pursuant to:

R.I. State Laws PL 42-46-5(a)(1) Personnel. Seconded by Mr. Santangelo; all were in favor. At 12:07 executive session was adjourned with a motion by Dr. Leone; seconded by Mr. Sabitoni, all were in favor.

Call to Order – Public Session

Roll Call/Quorum – the roll was called; there was a quorum present.

No votes were taken in executive session.

Executive Session Minutes Sealed – August 20, 2014

A motion to seal these minutes was made by Mr. Cardi; seconded by Mr. Sabitoni. All were in favor.

Minutes of Previous Meeting(s) Approved – May 27, 2014

A motion to approve these minutes was made by Mr. Sabitoni, seconded by Mr. Santangelo. All were in favor.

Public Acknowledgements/Communications – none.

Chairperson's Communications

Mr. Traficante stated – again this year, the Laborers, in particular Mr. Armand Sabitoni is giving a donation to the school of \$20,000. Also, Senator Hanna Gallo, who is the chairperson of the Education Committee at the state level, gave us a \$1,000 donation as well. Mr. Traficante asked Mr. Curran to explain how this money will be utilized.

Mr. Curran stated – we have a number of projects throughout the year that we bring into the school as needs arise and we have just installed a new computer lab, we bought 20 new desktop computers and it was something that was necessitated by the age of our computers and it was something that we hadn't anticipated budgeting for so some of that money will be used to defray those costs. Last year, you may recall through our budget discussions that we had a number of things that came up, for example, we had to buy a kiln for

the school which was not budgeted for, and we had some wiring projects with our technology that was not budgeted for. We had to buy a mobile cart of laptops that was not budgeted for. These were all things that came up during the year so those kinds of events happen with us on an annual basis with us and as you know we have a very tight budget this year so that money right now is being held harmless so that as those unanticipated events occur we have a cushion there that we can go back in and use that. Another use of those funds is for our students that cannot afford to go on field trips. We do that at this school often because at this school we have a needy population; about 60% of our students are on free/reduced lunch.

We really appreciate Mr. Armand Sabitoni's donation and also Senator Gallo's donation.

Board Members Communications – none.

Executive Director's Communications

Charter Renewal – Ms. Ferris stated – we received a five year charter renewal from RIDE! We received a phone call a couple of days ago to give us the verbal approval and we received an email this morning. RIDE was very excited to tell us that we got five years. Their dialog with us on the phone was very positive; they stated they recognized that we still had a ways to go but that the growth was so genuine and impressive for the short amount of time that they were very comfortable giving us the five year renewal. That being said we are in

with one more year on this charter and then five years after that, so we are good for six years. When they give you your charter there are stipulations, we have three, I think that is the standard, they give three each time. They are as follows (which was nothing we did not anticipate and we are working on resolving these conditions) =

This renewal is subject to the following conditions being met by or before December 15, 2014:

- 1. NEL-CPS Career and Construction Academy leadership must establish practices for student performance data collection and analysis as set forth in Standard 2.1.b.3.**
- 2. NEL-CPS Career and Construction Academy leadership must establish practices for fiscal oversight as set forth in Standard 2.1.b.8.**

This renewal is subject to the following condition being met by or before July 1, 2015:

- 1. NEL-CPS Career and Construction Academy Board of Directors must articulate an agreement for services provided by the Cranston Public Schools as set forth in RIGL 16-77.2-2(8).**

Ms. Ferris stated – we will need to sit down with Joe Balducci and

write up the language necessary for #2. Mr. Curran explained how we are a district charter school, not an LEA (Local Education Agency). We are part of an LEA but the other charter schools are stand-alone LEA's and we're always going to be different that way. We are absorbed into the Cranston LEA and that difference...there are only three district charter schools in the state out of 18 charter schools. The three of us are always going to have this misunderstanding with RIDE about how district charter schools operate. So I am not sure how we are going to work the language out that will satisfy them but we will have to work on that. Ms. Ferris stated- we are going to reach out to Providence first and see how they word it.

Dr. Lundsten stated – with Cranston being the LEA, we take the special ed piece. If you stand on your own you will own the special ed piece.

Mr. Traficante stated – it's not only special ed, its transportation, reading consultant, a variety of services that we get in-kind contributions because they are the LEA and we are not.

Ms. Ferris stated – we have three conditions and the third one addresses that because the third one states NEL-CPS Career and Construction Academy Board of Directors must articulate an agreement for services provided by the Cranston Public Schools as set forth in RIGL 16-77.2-2(8). We had talked about that, they just want it written and that makes sense. Mr. Traficante stated – it is in the original charter.

Mr. Curran further stated – the report is complimentary in our conversation on the phone they (RIDE) were very complimentary

about the work that we have done in the last couple of years here so we're really quite pleased and excited as well as my staff. We let the staff know today and they are all very happy.

Mr. Curran continued – next Monday night (August 25 at RIDE) is the Worksession for this charter renewal. We will be going to that. We can't speak at the Worksession but we can be in the audience and then on September 8th is the RIDE meeting at which time they will actually vote on the charter renewal. We can speak at that meeting and at that point in time I will address the council and thank them for renewing us for five years.

Mr. Cardi asked - can we do something for the staff?

Mr. Traficante stated – I mentioned this to Mr. Armand Sabitoni and a response has not been given just yet.

Mr. Curran stated – I want to thank the Board for all of your hard work in this effort; the work that you did last year starting right about now with our retreat really was a tremendous support and effort on all of the board members' parts. Your dedication in knowing what you were talking about and really being advocates for everything that you stood for really made a difference here. The comments in the report that came back ultimately from RIDE were very complimentary in terms of the Board's knowledge and support of what we do here at the school so thank you again.

Pomfret Retreat

Ms. Ferris stated – we will be having our opening retreat with our staff and Jay Sabitoni will be hosting this event at Pomfret on Monday,

August 25, 2014.

Mr. Traficante stated the bus will be here at 7:15 to transport to Pomfret.

Mr. Curran stated – we have a retreat every year the day before school starts, full-day retreat for the staff and we have been doing that for the last two years to get ready for charter renewal and also for the focus work we are doing. This year, we thought we had to lighten it up a little bit and Jay offered to hold it at Pomfret. We thought that is a great idea because our staff has always heard about the Pomfret program for our students when they go there on construction but very few if any of them have been there so it's always been like Oz for us so we thought let's bring our staff to Pomfret and let them see what this facility is all about. Jay will do an intro about the program there and the buildings. Then we will go across to the worksite of the facility and spend the rest of the day in classes doing work to get ready for the school year.

Focus Work Update

Ms. Ferris stated – we are in limbo. RIDE is rebuilding in a lot of areas and one of the systems is the Transformation Office. They have a new leader, he is from Louisiana and he is starting to get acclimated and they are trying to rewrite and refocus in the areas. They are in a transition period right now and we will be meeting with them the first week in September to go over what this year is going to look like as far as focus is concerned.

Staffing Update

Mr. Curran stated – we have a good staff, some new people to add to our veteran staff here and a lot of excitement with the people we hired. We have seven new staff members coming into the building and on Monday at the retreat they will start to mesh with our veteran staff as well. We are in a good position now.

Enrollment

Mr. Curran stated – we anticipated we would open with about 150 students, right now we have 151 so we are right about where we thought we would be. Although we know that next week when our doors open other students will walk in the door and assume they have done all their paperwork and we'll get it done. I really think by the end of next week we will be up around 160 and that number will continue to grow as we go through the month of September. I am feeling very confident about our enrollment this year. We had our orientation last night for new students and we filled the cafeteria and had to get extra seats out. I think we had close to 200 people. My first year here I think we had 12 people. If that is any indicator of where we are going this year I think we will be doing well with our student enrollment numbers.

Recruitment Position Plan

Mr. Cardi asked – what do you attribute the high attendance to?

Mr. Curran stated – several things. One, as you know, we changed up our recruiting patterns last spring and really made a concerted effort

to do things differently. We went out to the three middle schools in Cranston. Typically we would just send Mr. Pecorelli out to those schools. This year I went along with him and we brought two teachers with us, one construction teacher and our world-to-work teacher. We really wanted the students to hear from the people who are in those key programs as opposed to just listening to a shirt and tie talking to them so to speak. That created a lot of interest in the middle schools that we hadn't seen before and we had follow up visits too. And we brought the kids that had signed up for information for meetings here and tours. That really generated a lot more interest than we had seen in the past so will continue to do that kind of recruiting methodology going forward. In addition to that, I think, we had created last year with the help of the Laborers a new promotional video for our school which was much better than ones we had done before and we mailed that out to middle schools in the many towns that we service. We redesigned our webpage last year and it is really quite easy to maneuver now, very user friendly and robust. New information is being put up all the time. We actually put a counter on it and could see that many more people were hitting it than the previous webpage that we had there. We tried a lot of promotional things like going to charter fairs that the Rhode Island League of Charters put on and really getting information out there.

As part of our report on the recruiting position, we are really going to continue this multi-faceted approach to recruiting and not just give it to one role anymore because we find that this is working. In addition

to that, Armand Sabitoni has supported us yet again by completely funding on his own a position of Community Outreach Coordinator (COC) here at our school. We now have this new position that will be a part-time person coming in and working with us, reaching out to the community, not only in Cranston but in other communities as well. We hear all the time from parents that they never knew that this school was here, even some Cranston parents say that to us. This COC will have largely that role to be the face of this school out there. He'll have a part in some of the recruiting efforts here. We have given him many other responsibilities as well which we will delineate at another board meeting. His name is Larry Roberti and he is a retired administrator from the Providence School system. He has started already and we will introduce him at a future board meeting.

Budget

Mrs. Corcelli reviewed the budget with the Board. Some of the points made were:

Slight decline in state aid this year based on 150 students, based on the March population. Now we will be receiving the state aid, instead of a quarterly basis, on a monthly basis. It goes from RIDE to the City of Cranston, then Cranston Public Schools. I have reached out to Mr. Balducci and we might carve out a separate account so the funds get deposited directly and quicker which will also require the fiscal requirements that RIDE is looking for. The revenue will be on a monthly basis and I can report it as such at the monthly Board meetings.

The City aid and Out of District (OD) aid, we are seeing about an 8% increase and a 20% increase and again that is based on the new aggressive moves we want to implement. We based our projections on about 163 students. Hopefully we can certainly surpass that and keep that steady to bring in this minimum revenue if not more revenue.

Credit Recovery income – slightly less than what we anticipated. I was just being conservative because it will be under our reign fully this year.

Contribution Reserve - \$23,713 – that is money we took to compensate for a deficit in last years' budget. We lost the adult ed revenue income which was substantial and other expenses that we had not anticipated. From the reserve we took about \$23,713. That is the first time we had to approach the reserve in quite a few years. We need to look at other grants for revenue.

Mrs. Corcelli continued – this budget is 60% salary; 20% benefits; so 80% of this budget is your faculty, staff. Mr. Santangelo asked – is there any way of knowing what the change will be with staff insofar as we are hiring people at a lower step. Mrs. Corcelli stated she would get that information for him.

Purchased services – 80% is busing. We are now paying 80% of the busing transportation to non-Cranston students per state law. Next year will be 100%.

Capital Outlay – upgrade to the computer lab; upgrade to teacher

generated computers as well as other wiring needs that we anticipate.

Slight 2% increase from last year for the overall budget.

Mrs. Corcelli further stated – I want to thank Jay Sabitoni for his in-kind services, he had a Summer Youth Employment grant where 19 students where OSHA training was received.

A motion to accept this report was made by Mr. Santangelo; seconded by Mr. Sabitoni. All were in favor.

Public Hearing

a. Students (agenda/non-agenda matters) -none

b. Members of the Public (agenda matters only) - none

Action Calendar/Action Agenda

RESOLUTIONS

Personnel

No. 8-1-14 – Resolved, that at the recommendation of the Executive Director, the following certified personnel be appointed for the 2014-2015 school year:

Carl Steckert, Step 6, Plus BA, Plus 36

Education: URI, BS

Experience: Mount St. Charles Academy

Certification: Secondary Math

Assignment: NEL/CPS 1.0 FTE

Effective Date: August 25, 2014

Authorization: Replacement

Fiscal Note: 40235129 51110

Katherine Dieber, Step 2 + Masters

Education: Williams College, BA, RIC, MAT

Experience: Metropolitan Regional Career & Tech Center

Certification: Secondary Math

Assignment: NEL\CPS 1.0 FTE

Effective Date: August 25, 2014

Authorization: Replacement

Fiscal Note: 40235129 51110

Brian Pena, Step 4

Education: RIC, BS,

Experience: Cranston Substitute

Certification: Health & Phys Ed K-12

Assignment: NEL\CPS .4 FTE

Effective Date: August 25, 2014

Authorization: Replacement

Fiscal Note: 40235174 51110

Added – Addendum to the agenda:

Eric Rimap, Step 1

Education: URI, BS,

Experience: Cranston Student Teacher

Certification: Middle\Secondary Special Education

Assignment: NEL\CPS .5 FTE

Effective Date: August 25, 2014

Authorization: Replacement

Fiscal Note: 11313260 51110

Moved by Mr. Cardi; seconded by Dr. Lundsten. All were in favor.

Business

No. 8-2-14 – Resolved, that at the recommendation of the Executive Director, the Board of Directors accept and approve the amended financial budget for the school year 2014-2015. (See attached).

Moved by Dr. Leone; seconded by Mr. Sabitoni. All were in favor.

Public Hearings on Non-Agenda Items – none.

Announcement of Future Meeting – to be determined.

Adjournment

A motion to adjourn was made by Mr. Santangelo; seconded by Dr. Lundsten. All were in favor.

Respectfully submitted,

Michael A. Traficante

**Chairperson **

NEL/CPS CONSTRUCTION & CAREER ACADEMY

PROPOSED OPERATING BUDGET 2014 - 2015 Revised 8/7/14

ACTUAL ACTUAL PROPOSED \$ %

REVENUE	2012-2013	2013-2014	2014-2015	VARIANCE	VARIANCE
STATE AID	1,255,888	1,230,541	1,194,388	-36,153	-2.94%
CRANSTON CITY AID	623,426	621,516	669,395	47,879	7.70%
OD		REGULAR			EDUCATION
	579,210	576,602	690,640	114,038	19.78%
OD SPECIAL EDUCATION		115,114	0	0	0.00%
ADULT ED REVENUE	164,399	0	0	0	0.00%
CREDIT RECOVERY	0	21,110	16,000	-5,110	-24.21%
CONTRIBUTION RESERVE	0	23,713	0	-23,713	-100.00%
REIMBURSED EXPENSES	138,836	45,126	0	-45,126	-100.00%
TOTAL REVENUES	2,876,873	2,518,608	2,570,423	51,815	2.06%

ACTUAL ACTUAL PROPOSED \$ %

EXPENDITURES	2012-2013	2013-2014	2014-2015	VARIANCE	VARIANCE
EXECUTIVE DIRECTOR	101,000	103,020	104,050	1,030	1.00%
ASSISTANT PRINCIPAL	75,644	87,411	88,285	874	1.00%
RECR/ASST TO EXEC DIR	40,000	35,000	0	-35,000	-100.00%
FISCAL MANAGER	60,000	70,000	70,700	700	1.00%

JOB PLACEMENT SPECIALIST	73,710	73,710	74,447	737	1.00%
SCIENCE	110,473	94,207	108,522	14,315	15.20%
MATH	183,718	192,141	144,650	-47,491	-24.72%
SOC STUDIES	130,554	136,789	146,190	9,401	6.87%
ENGLISH	138,089	164,305	176,300	11,995	7.30%
ART	41,650	44,358	59,642	15,284	34.46%
PHYSICAL EDUCATION	99,304	61,756	64,906	3,150	5.10%
TECHNOLOGY	75,698	75,698	78,543	2,845	3.76%
REIMBURSED TRANS/GUID	83,369	64,741	0	-64,741	-100.00%
CREDIT RECOVERY TEACHERS	0	5,520	7,200	1,680	30.43%
INSTRUCTORS AM/PM	25,575	0	0	0	0.00%
PORTFOLIO					
		PREP			COORDINATOR
	26,250	21,870	8,800 *	-13,070	-59.76%
TEACHER SUBSTITUTES	15,964	15,317	18,000	2,683	17.52%
CHARTER INSTRUCTORS	235,135	241,150	248,347	7,197	2.98%
TRANSFORMATION SERVICES	0	53,750	53,750	0	0.00%
SECRETARY	39,067	35,442	37,204	1,762	4.97%
CLERICAL SUPPORT	0	9,665	13,300	3,635	37.61%
CUSTODIANS	25,744	34,007	37,671	3,664	10.77%
BENEFITS/PAYROLL					
TAXES	382,347	416,603	474,119	57,516	13.81%
RETIREE HEALTH BENEFITS	0	0	3,000	3,000	0.00%
EMPLOYEE ASSISTANCE PROGRAM	160	160	160	0	0.00%
RENT	219,454	218,654	218,734	80	0.04%
PURCHASED SERVICES - UBIO	22,685	25,381	27,250	1,869	7.36%
PURCHASED SERVICES	21,120	41,909	55,100 *	13,191	31.48%

FIELD TRIPS	704	3,134	3,300	166	5.30%
VIRTUAL LEARNING	4,000	0	0	0	0.00%
UTILITIES: ELECTRICITY	33,394	32,363	33,750	1,387	4.29%
HEAT	15,935	15,531	14,025	-1,506	-9.70%
TELEPHONE	4,279	1,175	2,125	950	80.85%
PROP & SEWER TAXES	61,511	57,566	57,691	125	0.22%
INS: PROPERTY	3,600	4,800	4,800	0	0.00%
E & O	5,050	5,530	6,000	470	8.50%
WORKERS COMPENSATION	7,500	8,000	8,000	0	0.00%
UNEMPLOY COMPENSATION	6,792	0	14,000 *	14,000	0.000%
LEGAL	15,054	3,698	8,000	4,302	116.33%
ANNUAL AUDIT	10,000	10,300	10,300	0	0.00%
SPECIAL ED SERV REIMBURSEMENT	115,114	0	0	0	0.00%
REPAIRS & MAINTENANCE	0	2,733	3,320	587	21.48%
EQUIPMENT MAINTENANCE	657	930	1,200	270	29.03%
SNOW REMOVAL	530	1,295	2,000	705	54.44%
FEES & DUES (INTERSCHOLASTIC)	1,585	2,559	2,800	241	9.42%
SPECIAL PROGRAMS	21,721	3,961	9,250	5,289	133.53%
STUDENT ACTIVITY STIPENDS	15,400	8,508	5,600	-2,908	-34.18%
PROFESSIONAL DEVELOPMENT	4,011	2,186	5,500	3,314	151.60%
CLASSROOM SUPPLIES	3,000	6,573	6,950	377	5.74%
ADULT ED SUPPLIES & GED Testing	16,612	0	0	0	0.00%
CHARTER OFFICE SUPPLIES	8,478	4,863	8,500	3,637	74.79%
CUSTODIAL SUPPLIES	723	581	1,000	419	72.12%
CAPITAL OUTLAY	22,518	10,950	34,442 *	23,492	214.54%
WEBSITE UPGRADES	100	0	0	0	0.00%

CLASSROOM IMPROVEMENTS 10,560 8,808 9,000 192 2.18%

CONTRIBUTION TO RESERVE 0 0 0 0 0.00%

TOTAL

EXPENDITURES 2,615,538 2,518,608 2,570,423 51,815 2.06%

BUDGET VARIANCE 261,335 0 0 0