

**CRANSTON SCHOOL COMMITTEE MEETING**

**MONDAY, JULY 18, 2005**

**HOPE HIGHLANDS ELEMENTARY SCHOOL**

**300 HOPE ROAD**

**EXECUTIVE SESSION: 6:00 P.M.**

**PUBLIC SESSION: 7:00 P.M.**

**AGENDA**

**6:00 p.m. – Call to order and convene to Executive Session pursuant to RI State Law 42-46-5(1), Personnel and PL 42-46-5(2), Contract and Litigation.**

**Public Session immediately following:**

**I. COMMUNICATION**

**II. COMMITTEE REPORTS**

**III. MINUTES – June 15, 2005; June 20, 2005; June 27, 2005**

**IV. SPEAKERS – Agenda Items**

**V. CONSENT AGENDA**

## **VI. RESOLUTIONS**

### **SPONSORED BY ADMINISTRATION**

**NO. 05-7-18 – Whereas, the position of Clerk of the Works will no longer be paid through capital bonds, and**

**Whereas, the City will be presenting an ordinance to amend their 2005-2006 budget to fund this position, and**

**Whereas, this individual will evaluate capital projects and assist in developing specifications as well as oversee all in-house projects, and**

**Whereas, the school capital projects will be given first priority,**

**It is therefore RESOLVED that the Cranston School Committee agrees to share with the City the cost of funding the position of the Clerk of the Works.**

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### **PERSONNEL**

**NO. 05-7-19 – RESOLVED, that at the recommendation of the Superintendent, the appointment of Administrative Director of**

**Leadership and Professional Development, be approved.**

**No. 05-7-20 – RESOLVED, that at the recommendation of the Superintendent, the following certified personnel be appointment for the 2005-2006 school year:**

**Beth McCombe, salary to be at the first step plus Bachelors plus 36 of the prevailing salary schedule**

**Education –University of Rhode Island, BA**

**Experience – North Kingstown Student Teacher**

**Certification – Secondary English**

**Assignment – Park View Middle School, English, 1.0 FTE**

**Effective Date of Employment – September 6, 2005**

**Authorization – Replacement**

**Fiscal Note: 12311012 512100**

**Jacquelyn Antonelli, salary to be at the fourth step plus Masters of the prevailing salary schedule**

**Education – Pace University, BA; Rhode Island College, MA**

**Experience – Cranston Public Schools Substitute**

**Certification – Elementary/Middle Special Education**

**Assignment – Horton School, Special Education, 1.0 FTE**

**Effective Date of Employment – September 6, 2005**

**Authorization – Replacement**

**Fiscal Note: 50808121 512100**

**Kimberly Devaney, salary to be at the second step of the prevailing salary schedule**

**Education – Rhode Island College, BA**

**Experience – Cranston Public Schools Substitute**

**Certification – Elementary/Middle Special Education**

**Assignment – Eden Park School, Special Education, 1.0 FTE**

**Effective Date of Employment – September 6, 2005**

**Authorization – 50818195 512100**

**Michael Walsh, salary to be at the first step of the prevailing salary schedule**

**Education – University of Rhode Island, BS**

**Experience – Cranston Public Schools Substitute**

**Certification – Health/Physical Education/Adaptive Physical Education**

**Assignment – Western Hills Middle School, Physical Education, .8 FTE**

**Effective Date of Employment – September 6, 2005**

**Fiscal Note: 12911012 512100**

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**Andrea Saccoccio, salary to be at the sixth step of the prevailing salary schedule**

**Education – Rhode Island College, BS**

**Experience – Cranston Public Schools Substitute**

**Certification – Health and Physical Education**

**Assignment – Itinerant, Physical Education, 1.0 FTE**

**Effective Date of Employment – September 6, 2005**

**Authorization – Replacement**

**Fiscal Note: 12411512 512100**

**NO. 05-7-21 – RESOLVED, that at the recommendation of the Superintendent, the following certified personnel be appointed as substitutes on a temporary basis as needed:**

**Nicole Landi Elementary**

**Claudia Robertson Elementary**

**NO. 05-7-22 – RESOLVED, that at the recommendation of the Superintendent, the following non-certified employee be appointed:**

**Jessica Morales, Secretary**

**ESL/Registration**

**Effective Date of Employment – July 18, 2005**

**Authorization – Replacement**

**Fiscal Note: 19643151 515100**

**NO. 05-7-23 – RESOLVED, that at the recommendation of the Superintendent, the termination of non-certified Employee A be accepted:**

## **BUSINESS**

**NO. 05-7-24 - RESOLVED, the final budget revision for 2004-2005, as recommended by the Superintendent, be approved.**

**NO. 05-7-25 - RESOLVED, that at the recommendation of the Superintendent, the Addendum to the Option to Lease, originally executed on May 20, 2002, between the Cranston School Committee and UBIO, Inc. be approved.**

**NO. 05-7-26- RESOLVED, that the following purchases be approved:**

**Science supplies in the amount of \$22,179.12**

**Number of bids issued 26**

**Number of bids received 18**

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**Audio Visual supplies and equipment in the amount of \$17,851.20**

**Number of bids issued 38**

**Number of bids received 20**

**Music supplies in the amount of \$11,301.86**

**Number of bids issued 39**

**Number of bids received 14**

**Physical Education supplies in the amount of \$9,620.47**

**Number of bids issued 31**

**Number of bids received 17**

**General supplies in the amount of \$ 42,268.26**

**Number of bids issued 38**

**Number of bids received 21**

**Fuel Oil #2 be awarded to Brennan Oil for 2005 – 2007 at the increment rate of .0398 from the low posting of the Providence Harbor Market.**

**Number of bids issued 11**

**Number of bids received 2**

**Guardrails in the amount of \$15,980**

**Number of bids issued 7**

**Number of bids received 1**

## **POLICY AND PROGRAM**

**NO. 05-7-27 - RESOLVED**, that the Cranston School Committee uphold the recent changes made to Section 16-2-27 of the General Laws of the State of Rhode Island relating to eligibility age for kindergarten children, and

**Be it further RESOLVED** that amendments to Policy 5111 supporting said statute be approved for second and final reading, and

**Be it further RESOLVED** that Regulations 5111(a), 5111(b), and 5111(c) be repealed because of this statute.

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**NO. 05-7-28 - RESOLVED**, that the Cranston School Committee uphold the Rhode Island Department of Elementary and Secondary Education and the Rhode Island Department of Health Policy on HIV infected students and employees, and

**Be it further RESOLVED** that amendments to Policy No. 4151.12 regarding personnel and Policy No. 5141.21 regarding students be approved for first reading.

**NO. 05-7-29 - RESOLVED**, that Policy No. 5117, School Attendance Areas, be amended and approved for second and final reading.

**NO. 05-7-30 - RESOLVED, that Policy No. 9300, Rules of the School Committee, City of Cranston be approved for first reading.**

**NO. 05-7-31 - RESOLVED, that the Cranston School Committee uphold the General Laws of the State of Rhode Island, Title 16, 16-2-9.1 relating to the Internal Committee Operations, Code of Basic Management Principles and Ethical School Standards, and**

**Be it further RESOLVED that amendments to Policy No. 8251 supporting said statute be approved for first reading.**

**NO. 05-7-32 - RESOLVED, that the following School Committee policies be amended and approved for first reading:**

**No. 9120 Bylaws of the School Committee – Officers/Filling Vacancies**

**9111**

**No. 9210 Bylaws of the School Committee – Chairman**

**No. 9220 Bylaws of the School Committee – Clerk**

**No. 9241 Bylaws of the School Committee –  
Legal Counsel/Consultants**

**No. 9340 Bylaws of the School Committee – Suspensions or Exceptions**

**No. 9361.1 Bylaws of the School Committee – Regular Meetings**

**No. 9361.2 Bylaws of the School Committee – Special Meetings**

**No. 9362 Bylaws of the School Committee – Time and Place**

**No. 9363 Bylaws of the School Committee - Notification to Members**

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**No. 9365 Bylaws of the School Committee – Construction and Determining of Agenda**

**No. 9368 Meetings – Meeting Conduct and Parliamentary Procedure**

**NO. 05-7-33 - RESOLVED, that the following School Committee policies be repealed:**

**No. 9240 Bylaws of the School Committee – Solicitor**

**No. 9351 Bylaws of the School Committee – Signing of Warrants**

**No. 9364 Bylaws of the School Committee – Public and Executive**

## **Sessions**

**No. 9368.2 Bylaws of the School Committee – Parliamentary Procedure**

### **TABLED RESOLUTION**

**NO. 05-7-15 – RESOLVED, that at the recommendation of the Superintendent, the termination of certified employee A be accepted.**

### **VII. SPEAKERS – Non-agenda Items**

**School Committee members who are unable to attend this meeting are asked to notify the Chairman in advance.**

**Notice Posted: July 14, 2005**

**Students        5111**

**Admissions**

**All children who reside in the City of Cranston and are of legal school age are eligible to attend school.**

**The admission of pupils shall be strictly in accordance with the provisions of the School Committee policy.**

**Children between the ages of 5 and 16 (except those exempted by law) are required to attend full-time day school as required by Title 16 Rhode Island General Laws.**

**Legal Reference: General Laws of Rhode Island (as amended)**

**16-19-1 Attendance required**

**16-2-27 Eligibility for Attendance-Kindergarten**

**16-2-28 Eligibility of Attendance-First Grade**

**Policy adopted: March 20, 1972**

**Policy amended: April 25, 1977**

**Policy amended: CRANSTON PUBLIC SCHOOLS**

**Resolution No.: CRANSTON, RI.**

**Personnel 4151.12**

## **AIDS**

**This policy is in compliance with the Rhode Island Department of Elementary and Secondary Education and the Rhode Island Department of Health Policy on HIV infected students and employees.**

**If a school employee has been diagnosed as infected with**

**HTLV-III/LAV and reports that diagnosis to the Superintendent of Schools, the Executive Director of Human Resources and Public Relations will convene a team comprised of the employee, his or her physician, an advocate of the employee's choice and a Cranston School Physician. The team will review the medical recommendations.**

**If the team concludes, based on medical recommendations, that the employee should remain in his or her regular job, the Superintendent of Schools will be so informed.**

**If the team concludes that, based on medical evidence, the employee should be removed from contact with others, the Superintendent of Schools would be so informed. The employee would be granted medical leave as stipulated in the appropriate collective bargaining agreement.**

**If the team concludes, based on medical recommendations, that the employee should be transferred to another job, the Superintendent of Schools will be so informed.**

**Legal Reference: Title VII – Discrimination Act**

# **Local Citation 28-5 – Fair Employment Practice Act**

**Policy Adopted: May 5, 1987 (Resolution #87-4-23) CRANSTON  
PUBLIC SCHOOLS**

**Policy Revised: CRANSTON, RI**

**Resolution No.:**

**Students 5141.21**

## **AIDS**

**This policy is in compliance with the Rhode Island Department of Elementary and Secondary Education and the Rhode Island Department of Health Policy on HIV infected students and employees.**

**If a student has been diagnosed as infected with HTLV-III/LAV, and**

**reports that fact to the Superintendent of Schools, the Superintendent of Schools will notify the Coordinating Director of Educational Programs and Services who will convene a team comprised of the following: The parent(s) of the student, the student (if 18 years of age or older), an advocate of the parents' choice, the student's physician, the Cranston School Physician, a representative of the Rhode Island Department of Health, and the school principal.**

**If this team concludes, based on medical recommendations, that the student should remain in school, the Superintendent of Schools will be so notified. The team will determine which school employees have an "absolute need to know" about the case. These employees who need to be informed will be made aware of the case by the Director of Pupil Personnel Services and the building principal.**

**If the team concludes, based on medical evidence, that the student should be removed from school, the Superintendent of Schools will be so notified. The team would then recommend appropriate educational services for the afflicted student.**

**Legal Reference: Title VII – Discrimination Act**

**Local Citation 28-5 – Fair Employment Practice Act**

**Policy Adopted: May 5,1987 (Resolution #87-4-24) CRANSTON  
PUBLIC SCHOOLS**

**Policy Revised: CRANSTON, RI**

**Resolution No.:**

**5117**

**Students**

**School Attendance Areas**

**Pupils residing within the school districts established by the School Committee shall attend the school servicing that district. Any exception to this policy shall be determined by the Superintendent or his/her designee and action dealing with overcrowding or to effect economies in transportation reported to the School Committee.**

**All permit approvals will be for one year only. Subsequent requests must be**

**re-submitted annually.**

**Policy adopted: March 20, 1972**

**Policy amended: November 19, 1984 CRANSTON PUBLIC SCHOOLS**

**Policy amended: CRANSTON, RI**

**Resolution No.:**

**8251(a)**

**Internal Committee Operations**

**Code of Basic Management Principles and Ethical School Standards**

**The Cranston Public Schools does hereby establish a code of basic principles and ethical standards for Cranston School Committee members acting individually and collectively as boards of education in the management of the public schools of Cranston.**

**The School Committee in Cranston accepts the obligation to operate the public schools in accordance with the fundamental principles and standards of school management, which principles include but are not limited to the following:**

**1. Formulate written policy for the administration of schools to be reviewed regularly and revised as necessary.**

**2. Exercise legislative, policy-making, planning and appraising functions and delegate administrative functions in the operation of schools.**

**3. Recognize their critical responsibility for selecting the superintendent, defining his or her responsibilities, and evaluating his or her performance regularly without directly engaging in administrative processes.**

**4. Accept and encourage a variety of opinions from and communication with all parts of the community.**

**5. Make public relevant institutional information in order to promote communication and understanding between the school system and the community.**

**6. Act on legislative and policy-making matters only after examining pertinent facts and considering the superintendent's recommendations.**

**7. Conduct meetings with planned and published agendas.**

**8. Encourage and promote professional growth of school staff so that quality of instruction and support services may continually be**

**improved.**

**8251(b)**

**9. Establish and maintain procedural steps for resolving complaints and criticisms of school affairs.**

**10. Act only through public meetings since individual board members have no authority to bind the board.**

**11. Recognize that the first and greatest concern must be the educational welfare of the students attending the public schools.**

**12. Work with other committee members to establish effective board policies and to delegate authority for the administration of the schools to the superintendent.**

**13. Avoid being placed in a position of conflict of interest, and refrain from using the committee position for personal gain.**

**14. Attend all regularly scheduled committee meetings as possible, and become informed concerning the issues to be considered at those meetings.**

**Legal Reference: General Laws RI, 1956, Title 16 – 16-2-9.1 – Code of basic management principles and ethical school standards.**

**Policy Adopted: November 4, 1969**

**Policy Amended: CRANSTON PUBLIC SCHOOLS**

**Resolution No.: CRANSTON, RI**

**9300(a)**

**Rules of the School Committee – City of Cranston**

## **I. The Presiding Officer**

**A. The chairperson of the School Committee shall preside at all meetings of the committee.**

**1. In the absence of the chairperson, and in the event of a vacancy in the office of chairperson from any cause, the clerk of the committee shall assume the responsibilities of the chairperson and preside at all meetings of the committee.**

**2. If at any meeting of the committee, both the chairperson and the clerk shall be absent, the School Committee shall elect, by majority vote of the members present, a presiding officer for the meeting.**

## **B. Duties of the Presiding Officer:**

**1. The presiding officer shall preserve order and decorum, shall speak on points of order in preference to other members, and shall decide all points of order. Decisions by the presiding officer on points of order are subject to an appeal to the School Committee by a motion regularly seconded. No other business shall be in order until the question on appeal shall have been decided by a majority vote of the School Committee members present.**

**2. The presiding officer shall set forth all principal questions in the order in which they are moved unless a subsequent or secondary motion be previous in its nature. If a subsequent or secondary**

**motion be previous in nature, it shall be decided before the principal motion (question) can be acted upon except that in naming sums and in fixing times, the largest sum and the longest time shall be first.**

**3. The presiding officer may invite individuals and guests to the rostrum from time to time to address the School Committee at its regularly scheduled or special meetings.**

**9300(b)**

**C. Duties of the Chairperson:**

**1. The chairperson shall appoint all committees of the School Committee and their respective chairperson with the exception of the School Buildings Committee and the Recreation Committee. The members of the aforementioned sub-committees shall be elected in the same manner as the chairperson and clerk at the organizational meeting. In addition, one alternate to the School Buildings Committee shall also be elected in the same manner.**

**2. Special and temporary sub-committees shall be appointed by the chairperson as the need arises to study special problems of concern to the School Committee. Temporary and special committees when formed shall be charged by the chairperson with specific responsibilities prepared in writing and approved by a majority vote of the School Committee. These sub-committees shall be discharged**

**at the completion of their assignment or upon re-organization of the School Committee whichever comes first.**

**3. The chairperson shall exercise such powers and perform such duties that are fixed by statute and as usually devolve upon the presiding officer of the deliberative body.**

**4. The chairperson shall be authorized signatory to all legal documents.**

**5. The chairperson, with the assistance as necessary from the superintendent, shall represent the School Committee in all its official functions.**

**a. Notification of these events shall be extended to every School Committee member.**

**6. As presiding officer during a School Committee meeting, the chairperson of the School Committee shall have the same rights and privileges which other School Committee members enjoy, including the right to vote on all matters before it and to be counted for the purpose of determining whether a quorum is present.**

**9300(c)**

**7. The chairperson shall have the right to entertain motions, and if the chairperson wishes to speak on the substance of a matter before the**

**School Committee, the chairperson shall temporarily turn the chair over the clerk until such time that the chairperson has concluded his/her remarks.**

#### **D. Election of the Chairperson, Clerk, and Other Officers**

**1. The chairperson and the committee clerk shall be elected by a vote of the majority of the full committee (entire membership) at the organizational meeting, to serve for a term of two (2) years or at such time as either or both offices become vacant.**

**2. A vacancy in the office of chairperson and/or clerk shall be filled for the unexpired portion of time by a vote of the majority of the full committee (entire membership.)**

#### **II. Clerk**

**A. The clerk of the School Committee shall be responsible for complete and accurate records of all regularly scheduled and special meetings of the School Committee.**

**B. The clerk shall be authorized signatory for all invoices.**

**C. Payroll warrants shall be approved and signed by the chairman or clerk of the School Committee or by the superintendent of schools or his/her authorized representative. They shall be submitted to the**

**office of the city auditor for approval and payment by the city treasurer.**

**D. The clerk shall maintain an accurate record of all tabled resolutions of the School Committee.**

### **III. The Quorum**

**A. A majority of the full School Committee shall constitute a quorum for the transaction of committee business at all meetings.**

**B. When a quorum is present, a majority vote shall be defined as a majority of the votes cast, which is sufficient for the adoption of any motion, except those requiring a majority of the full committee (entire membership.)**

**9300(d)**

### **IV. Meeting Conduct**

**A. All meetings of the committee or sub-committees shall be conducted according to “Robert’s Rules of Order.”**

**1. If Robert’s Rules of Order contradicts the Adopted Rules of the School Committee, the School Committee’s Rules shall prevail.**

**B. Rules may be suspended for good cause upon the vote of five (5) members.**

**C. Rules may be amended upon the vote of five (5) members.**

**D. All meetings of the School Committee shall be held in accordance with the Rhode Island Open Meetings Laws.**

## **V. Consultants**

**A. The committee may employ consultants and/or legal counsel as it deems necessary by a majority vote of the members present.**

## **VI. Decorum and Debate**

**A. Elected officials, municipal officials, school department officials, or any member of the public desiring to speak, shall address the chairperson, and after having been recognized by the chair, shall not be interrupted while addressing the School Committee by any member of the committee except by (a) question of order; (b) a question of privilege; (c) the correction of a mistake; (d) a call to order.**

**B. The speaker shall confine his/her remarks to the merits of the pending question or concern, maintaining a courteous tone, refraining from personal remarks, refraining from attacking a committee member's motives and shall address all remarks through the chairperson. The measure, not the person(s) shall be the subject of debate.**

**C. It shall be the duty of the presiding officer to protect the speaker's**

**right to address the committee.**

**D. It shall be the duty of the chairperson to request the speaker cease and desist if the rules of decorum are not adhered to. If the speaker continues to disobey the chairperson's direction, it shall be the duty of the chairperson to dismiss the speaker.**

**9300 (e)**

**E. During debate or during voting, no member of the public or official shall be permitted to disturb the assembly or hamper the transaction of business.**

**F. With the exception of public acknowledgements and commendations which may be approved by a voice vote, all voting shall be by roll call and the yeas and nays of the individual members shall be recorded in the record.**

**G. The roll call shall be taken by the Executive Secretary of the School Committee or his/her designee.**

**H. During a roll call vote, said roll call shall not be interrupted or stopped by the presiding officer or any member of the School Committee for any reason whatsoever including points of order, personal privilege or for a member to explain his/her vote.**

**I. The roll call of committee members shall be prescribed by the presiding officer.**

**J. No policy, resolution, motion or vote, except by motions of a purely procedural nature, shall be adopted by the committee, and no appointments or removal shall be made by less than the affirmative votes of a majority of all the members of the committee present.**

**K. When a principal question/motion is under debate, the chairperson shall recognize no subsequent motions except:**

- 1. to adjourn (undebatable)**
- 2. to lay on the table (undebatable)**
- 3. to recess (debatable)**
- 4. to postpone to a day specified or indefinitely (debatable)**
- 5. to commit (debatable)**
- 6. to amend (debatable)**
- 7. to move the previous question (undebatable)**

**L. The aforementioned motions shall have precedence in the order here named.**

**M. Every member present, when a question/motion is put, shall vote thereon, unless they pass, abstain, or recuse themselves.**

- 1. A member may recuse themselves from voting on an issue**

**pursuant to State law by notifying the Chair and filing paperwork with the Secretary of State's office.**

**9300(f)**

**N. A motion to reconsider is in order at any time during the same meeting or at an adjourned meeting; however, the motion to reconsider must be made by a member of the committee who voted in the affirmative (with the prevailing side.) Any member can second the motion. When a motion to reconsider has been decided, that vote shall not be considered.**

**O. If the presiding officer so directs, every motion shall be reduced to writing.**

**P. No member of the committee shall speak more than once on the same question, until all other members of the committee desiring to speak thereon shall have done so.**

**Q. In the event of a tie vote related to matters of management and policy, the matter before the committee shall be tabled to the next scheduled or special meeting of the committee, where the matter can be voted on again. If the matter is tabled to the next scheduled meeting of the committee, debate can continue before the re-vote; however, for a matter to be considered by the committee again once placed on the table, a procedural motion must be made and seconded to "remove from the table." A majority vote of the committee is**

**required to remove a matter from the table.**

**R. Any member of the School Committee, except the chairperson, may make a motion and/or second another member's motion.**

**S. Any member of the School Committee, including the chairperson, shall be entitled to introduce resolutions.**

#### **T. Seating**

**1. In addition to the members of the School Committee, the following members of the Administration shall be seated on stage with the Committee: (a) the Superintendent, (b) the Assistant Superintendent, and (c) the School Committee secretary. In Budget sessions, the Executive Director of Business Management/Operations shall also join the Committee on stage.**

**2. Seating shall be assigned by the Chair of the School Committee. All members shall face one another and tables shall be set in a horseshoe shape.**

#### **9300(g)**

**3. A table shall be set up for the following Administration members in front of the public: (a) Executive Director of Business Management/Operations, (b) Executive Director of Human Resources**

**and Public Relations, (c) Executive Director(s) of Education Programs and Services, and (d) Director of Plant Operations and Transportation.**

**U. Electronic Devices: Use of cell phones or electronic pagers are permitted only in silent / vibrate mode during any meetings of the School Committee.**

## **VII. Committees**

**A. The schedule and agendas of all sub-committees shall be established by the chairperson of each respective sub-committee.**

## **VIII. Tabled Resolutions**

**A. Any tabled resolution will be valid for a period of three (3) calendar months.**

## **IX. Public Accessibility**

**A. Citizens shall be entitled to be heard at all regular and special meetings, public budget work sessions, and scheduled hearings of the School Committee.**

**B. Any person wishing to speak before the Cranston School Committee on any agenda or non-agenda items shall sign a Speakers' sheet which will be available one-half hour prior to the start of each regularly scheduled meeting. Speakers shall list their name, address, and the issue upon which they wish to be heard.**

**C. The remarks of a citizen on agenda or non-agenda items of business shall be limited to a period not to exceed three (3) minutes during each regular or special meeting, public budget work session, or public hearing. The time constraint shall be extended to a period not to exceed five (5) minutes if requested by the citizen or School Committee member to the chairperson. The chairperson only will make that determination.**

**D. Nothing herein shall be construed as limiting the rights of the superintendent, legal counsel, consultants, or heads of several departments to be heard on agenda or non-agenda items.**

## **X. Notification to Members**

### **9300(h)**

**A. Written notice for all regular meetings shall be sent out from the superintendent's office so that the notices are in the hands of the full committee at least four days prior to the meeting. A complete agenda for the regular meeting must accompany every notice.**

**B. Notice for special meetings shall be sent in writing or email and by phone, with forty-eight (48) hours' notice except in an emergency, as determined by the chairperson and/or superintendent.**

## **XI. Types and Call of Meetings**

**A. Regular Meetings of the committee shall be held on the third Monday of each month at 7:00 p.m. unless the time and date be changed by a majority vote of the committee at a previous monthly meeting, with adjournment no later than 11:00 p.m. No new item of business shall be introduced after 10:30 p.m. All meetings shall be scheduled throughout the city and be accessible to all.**

**1. The School Committee shall make every effort to not schedule its regular meeting on the same night as the regularly scheduled Council meeting.**

**B. Special Meetings of the committee shall be called by the superintendent of public schools at the request of the chairperson or by a request in writing to the chairperson signed by two (2) members of the committee.**

**C. Organizational Meeting of the School Committee shall take place immediately following the swearing-in of the newly elected committee members which shall take place on the first Monday following the New Year.**

**D. Executive Meetings or sessions of the committee shall be called at such time and place as is required for free discussion of personnel or other matters included under RI Gen. Laws. 42-46-5, and by the affirmative vote of a majority of the members present, authorize the consideration of a closed session. The administration with the**

**chairperson's consent shall submit to the School Committee an agenda for Executive Session of the items to be discussed, but not the specific content. Any tentative proposals for action taken at such closed sessions shall require confirmation at subsequent open meetings.**

**9300(i)**

**E. Work Sessions – The committee, upon the chairperson's consent, may meet for work/study sessions to exchange information and to develop understanding. The meeting shall be held in accordance with the RI Open Meetings Act.**

## **XII. Determining Agenda**

**A. The agenda for regular and special School Committee meetings shall be prepared in advance by the chairperson in cooperation with the superintendent.**

**B. All School Committee members and the superintendent are eligible to have items placed on the agenda.**

**C. Any School Committee member or the superintendent of schools who wishes an item or resolution placed on the agenda of any regular school committee meeting must submit that item or resolution to the superintendent's office or chairman, or in his absence, to the clerk at least five (5) business days (10:00 a.m.) in advance of the scheduled meeting.**

**D. The priority of listed items on the agenda shall be established in order of importance or urgency as determined by the chairperson.**

**E. All administrative items shall be available for review by school committee members on the Wednesday prior to the printing of the docket.**

### **XIII. Order of Business**

**A. At the commencement of each school committee meeting, the roll call shall be called, and if a quorum is present, the reading of the minutes of the previous meeting shall automatically be suspended unless so noted by a majority of the school committee members present.**

#### **B. Committee Agenda:**

**1. Call to order – Executive Session**

**2. Executive Session**

**3. Call to order – Open Session**

**4. Roll call/Quorum**

**9300(j)**

**5. Executive Session minutes sealed**

**6. Minutes of previous meeting(s)**

**7. Public acknowledgements/Communications**

**8. Chairperson communications**

**9. Superintendent communications**

**10. School Committee member communications**

**11. Public Hearing**

**a. Students (agenda/non-agenda matters)**

**b. Members of the Public (agenda matters only)**

**12. Consent calendar/consent agenda – The consent calendar or consent agenda is approved in its entirety. If a member removes an item for discussion, the item removed now becomes an action item. The consent items are generally routine in nature unless, as mentioned previously, a member of the committee requests its removal from the consent agenda to discuss/debate.**

**13. Action Calendar/Action Agenda – The action calendar or action**

**agenda generally contains those items that require discussion/debate. Action items shall be voted upon by individual roll call of the members present.**

**14. New Business**

**15. Public Hearing on Non-agenda Items**

**16. Announcement of future meetings**

**17. Adjournment**

**Policy Adopted CRANSTON SCHOOL COMMITTEE**

**Resolution No.: CRANSTON, RI**

**Bylaws of the School Committee 9120**

**9111**

**Officers/Filling Vacancies**

**The chairperson and the committee clerk shall be elected by a vote of the majority of the full committee (entire membership) at the**

**organizational meeting, to serve for a term of two (2) years or at such time as either or both offices become vacant.**

**A vacancy in the office of chairperson and/or clerk shall be filled for the unexpired portion of time by a vote of the majority of the full committee (entire membership).**

**Representatives to the School Buildings Committee and Parks and Recreation Committee shall be elected in the same manner as that of the chairman and the clerk at the organizational meeting. In addition, one alternate to the School Buildings Committee shall be elected in the same manner.**

**Legal Reference: Gen. Laws RI, 1956 Title 16 – Education 16-2-6  
Chairperson**

**and clerk of city or town committee**

**Bylaws adopted:**

**Bylaws amended: CRANSTON PUBLIC SCHOOLS**

**Resolution No. CRANSTON, RI**

**9210**

**Bylaws of the School Committee**

**Chairman**

**1. The chairman shall exercise such powers and perform such duties that are fixed by statute and as usually devolve upon the presiding officer of the deliberative body.**

**2. The chairman will be authorized signatory to all legal documents.**

**3. The chairman, with the assistance as necessary from the superintendent, shall represent the committee in all its official functions.**

**4. Notification of these events shall be extended to every School Committee member.**

**5. As presiding officer during a School Committee meeting, the chairperson of the School Committee shall have the same rights and privileges which other School Committee members enjoy, including the right to vote on all matters before it and to be counted for the purpose of determining whether a quorum is present.**

**6. The chairperson shall have the right to entertain motions, and if the chairperson wishes to speak on the substance of a matter before the School Committee, the chairperson shall temporarily turn the chair over to the clerk until such time that the chairperson has concluded his/her remarks.**

**Legal Reference: Gen. Laws RI, 1956 Title 16-Education, 16-2-7**

**Bylaws adopted: CRANSTON PUBLIC SCHOOLS**

**Bylaws amended: CRANSTON, RI**

**Resolution No.**

**Bylaws of the School Committee 9220**

## **Clerk**

- 1. The clerk of the School Committee shall be responsible for complete and accurate records of all regularly scheduled and special meetings of the School Committee.**
- 2. The clerk will be the authorized signatory for all invoices.**
- 3. The clerk shall sign, upon committee authorization, all warrants.**
- 4. The clerk shall keep a record of all tabled resolutions.**

**Legal Reference: Gen. Laws RI 1956, Title 16-Education**  
**16-2-6 Chairperson and clerk of city or town committee**  
**16-2-7 Distribution of documents and blanks by clerk**

**Bylaws adopted: CRANSTON PUBLIC SCHOOLS**

**Bylaws amended: CRANSTON, RI**

**Resolution No.:**

**9241**

**Bylaws of the School Committee**

**Legal Counsel**

**Consultants**

**The committee may employ consultants and/or legal counsel as it deems necessary by a majority vote of the members present.**

**Bylaws adopted:**

**Bylaws amended: CRANSTON PUBLIC SCHOOLS**

**Resolution No.: CRANSTON, RI**

**9340**

**Bylaws of the School Committee**

**Suspensions or Exceptions**

**Rules may be suspended for good cause upon a 2/3 vote of members present.**

**Rules may be amended upon a 2/3 vote of members present.**

**Policy adopted: June 25, 1973**

**Policy amended: January 20, 1975**

**Policy amended: CRANSTON PUBLIC SCHOOLS**

**Resolution No.: CRANSTON, RI**

**9361.1**

## **Bylaws**

### **Regular Meetings**

**The regular monthly meeting of the School Committee shall be held on the third Monday of each month. The meeting will convene at 6:00 p.m. for executive session and no later than 7:00 p.m. for public session, with adjournment no later than 11:00 p.m. No new item of**

**business shall be introduced after 10:30 p.m.**

**Policy adopted: September 17, 1973**

**Policy amended: January 20, 1985**

**Policy amended: June 12, 1989**

**(Resolution No. 89-6-3)**

**Policy amended: CRANSTON PUBLIC SCHOOLS**

**Resolution No.: CRANSTON, RI**

**9361.2**

## **Bylaws of the School Committee**

### **Special Meetings**

**Special meetings shall be called by the superintendent of schools at the request of the chairperson or by a request in writing to the chairperson signed by two (2) members of the committee.**

**Bylaws adopted:**

**Bylaws amended: CRANSTON PUBLIC SCHOOLS**

**Resolution No. CRANSTON, RI**

## **Bylaws of the School Committee**

### **Time and Place**

**Regular meetings of the School Committee shall be held on the third Monday of each month at 7:00 p.m. unless the time and date be changed by a majority vote of the committee at a previous monthly meeting, with an adjournment no later than 11:00 p.m. No new item of business shall be introduced after 10:30 p.m. All meetings shall be scheduled throughout the city and be accessible to all.**

**The School Committee shall make every effort to not schedule its regular meeting on the same night as the regularly scheduled City Council meeting.**

**Legal Reference: Gen. Laws RI 1956 – Title 16 – Education 16-2-8**

**Policy Amended: March 21, 1983 CRANSTON PUBLIC SCHOOLS**

**Policy Amended CRANSTON, RI**

**Resolution No.:**

**Bylaws of the School Committee 9363**

**Notification to Members**

**Notice for all regular meetings shall be sent out from the superintendent's office so that they are in the hands of School Committee members at least four (4) days prior to the meeting. A complete agenda for the meeting must accompany every notice.**

**Notice for special meetings may be by phone, e-mail and/or in writing, with forty-eight (48) hours notice except in an emergency, as determined by the Superintendent or the chairperson.**

**By laws adopted:**

**By laws amended: CRANSTON PUBLIC SCHOOLS**

**Resolution No. : CRANSTON, RI**

**9365**

**8342**

**Bylaws of the School Committee**

**Construction and Determining of Agenda**

**The agenda for regular meetings and special meetings shall be prepared in advance by the chairperson in cooperation with the superintendent. The chairperson shall determine which matters, resolutions, etc. are appropriate before the committee.**

**All School Committee members and the superintendent of schools are eligible to have items or resolutions placed on the agenda.**

**The priority of listed items or resolutions on the agenda shall be established in an order of importance or urgency as determined by the chairperson.**

**Any School Committee member or the superintendent of schools who wishes an item or resolution placed on the agenda of any regular School Committee meeting must submit that item or resolution to the superintendent's office, or chairperson, or in his absence, to the clerk at least five (5) business days (10 a.m.) in advance of the scheduled meeting.**

**All administrative resolutions shall be available for review by School Committee members on the Wednesday prior to the printing of the agenda.**

**Citizens shall be entitled to be heard at all regular and special meetings, public budget work sessions, and scheduled hearings of the School Committee.**

**Any person wishing to speak before the School Committee on any agenda or non-agenda items shall sign a speakers' sheet which will be available one-half hour prior to the start of each regularly scheduled meeting. Speakers shall list their name, address, and the**

**issue upon which they wish to be heard.**

**The remarks of a citizen on agenda or non-agenda items of business shall be limited to a period not to exceed three (3) minutes during each regular or special meeting, public budget work session or public hearing. The time constraint shall be extended to a period not to exceed five (5) minutes if requested by the citizen or School Committee member to the chairperson. The chairperson only will make that determination.**

**Nothing herein shall be construed as limiting the rights of the superintendent, legal counsel, consultants, or heads of several departments to be heard on agenda or non-agenda items.**

**Policy adopted: June 25, 1973**

**Policy amended: January 20, 1975**

**Policy amended: December 14, 1981 CRANSTON PUBLIC SCHOOLS**

**Resolution No. CRANSTON, RI**

**9368**

**Meetings**

**Meeting Conduct and Parliamentary Procedure**

**All meetings of the committee or sub-committees shall be conducted according to “Robert’s Rules of Order.”**

**If Robert’s Rules of Order contradicts the Adopted Rules of the School Committee, the School Committee’s Rules shall prevail.**

**Policy adopted: September 17, 1973**

**Policy amended: September 15, 1985 CRANSTON PUBLIC SCHOOLS**

**Policy amended: CRANSTON, RI**

**Resolution No.:**

**REPEAL**

**9240**

**Bylaws of the School Committee**

**Solicitor**

**The city solicitor shall serve as legal counsel. He shall represent the school system and such officers and employees of the school system as the committee shall direct in all legal proceedings of the school**

**system to which they or any of them, as such shall be a party. He shall, when requested, advise the school committee, superintendent and all executive departments in all legal matters pertaining to the business of the school system.**

**Legal Reference: Gen. Laws R.I. 1956 – Title 16 – Education 16-2-18 (This reference to “the entire care, control and management of all the public school interests” – refers to the employees other than teachers, so this seems well within the purview of the school committee.)**

**16-13-14 Hearing on dismissal for cause –  
Appeals**

**Bylaws adopted: CRANSTON SCHOOL DEPARTMENT  
CRANSTON, RI**

**REPEAL 9351**

**Bylaws of the School Committee**

**Signing of Warrants**

**Payroll warrants shall be approved and signed by the chairman or clerk of the school committee and by the superintendent of schools or his authorized representative. They shall be submitted to the office of the city auditor for approval and payment by the city treasurer.**

**Legal Reference: Gen. Laws R. I., 1956 – Title 16 – Education**

**16-2-6 Chairman and clerk of town committee**

**16-2-25 Distribution of powers in Providence and  
Cranston**

**(which provides in these two cities that all funds expended for land or  
improvement, construction  
of buildings will be in the hands of the city council.**

**16-2-26 Special statutes prevailing**

**Bylaws adopted: CRANSTON SCHOOL DEPARTMENT**

**CRANSTON, RI**

## **REPEAL**

**9364**

### **Bylaws of the School Committee**

#### **Public and Executive Sessions**

**All business relating to the Cranston Public Schools will be transacted by the school committee in open meeting provided that the school committee may, by the affirmative vote of five of its members, authorize the consideration of a closed meeting of, but not vote upon, any matter within its jurisdiction.**

**The administration shall submit to the school committee an agenda for the Executive Session of the items to be discussed, but not the specific content.**

**Meetings will be held in compliance with the R. I. Open Meeting Law.**

**Legal Reference: General Laws of Rhode Island  
Title 42, Chapter 46**

**Bylaws adopted: 4/28/80 CRANSTON PUBLIC SCHOOLS**

**Amended: 8/18/86 CRANSTON, RHODE ISLAND**

**(Resolution No. 86-8-21)**

**REPEAL**

**9368.2**

**Bylaws of the School Committee**

**Parliamentary Procedure**

**Unless otherwise provided in these rules, the committee shall conduct all its meetings in accordance with “Robert’s Rules of Order,**

**Revised.”**

**Bylaws adopted: CRANSTON SCHOOL DEPARTMENT**  
**Cranston, Rhode Island**