

CRANSTON SCHOOL COMMITTEE MEETING

DECEMBER 10, 2012

WESTERN HILLS MIDDLE SCHOOL

400 PHENIX AVENUE

EXECUTIVE SESSION: 6:00 P.M.

IMMEDIATELY FOLLOWED BY PUBLIC MEETING

AGENDA

- 1. Call to order – 6:00 p.m. – Convene to Executive Session Pursuant to RI State Laws -**
- 2. PL 42-46-5(8)(b) Privacy of students and their record**
 - a. (Meeting with Student “A”)**
- 3. PL 42-46-5(a)(1) Personnel**
- 4. PL 42-46-5(a)(2) Collective Bargaining and Litigation**
 - a. (Contract Negotiations’ Update - Secretaries)**
 - b. (401 A Update)**
 - c. (Volunteer Policy)**
 - d. (Legal Advice RE: RI General Law 16-38-6)**
- 5. Executive Session**
- 6. Call to Order – Public Session**
- 7. Roll Call – Quorum**
- 8. Executive Session Minutes Sealed – December 10, 2012**
- 9. Approve Minutes of Previous Meetings – November 14 and November 19, 2012**
- 10. Public Acknowledgements / Communications**

- 11. Chairperson's Communications**
- 12. Superintendent's Communications**
- 13. School Committee Member (s) Communications**
- 14. Public Hearing**
 - a. Students (Agenda/Non-agenda matters)**
 - b. Members of the Public (Agenda matters only)**
- 15. Consent Agenda / Consent Calendar**
- 16. Action Calendar / Action Agenda**

RESOLUTIONS

NO. 12-12-01 – RESOLVED, that at the recommendation of the Superintendent, the Rhode Island Model – Building Administrator Evaluation & Support System, be approved in place of the current Administrative Performance System.

ADMINISTRATION

PERSONNEL

NO. 12-12-02 - RESOLVED, that at the recommendation of the Superintendent, the following certified personnel be appointed for the

remainder of the 2012-2013 school year:

Brian Pena, Step 3

Education...RIC, BA

Experience...Cranston Substitute

Certification...Health & Physical Education K-12

Assignment...CHSE 1.0 FTE

Effective Date...November 20, 2012

Authorization...Replacement

Fiscal Note...11312910 51110

NO. 12-12-03 – RESOLVED, that at the recommendation of the Superintendent, the following certified personnel be appointed as substitutes on a temporary basis as needed:

Sara Lennon, Elementary

Joseph Margres, Secondary Business

NO. 12-12-04 - RESOLVED, that at the recommendation of the Superintendent, the resignation(s) of the following certified personnel be accepted:

Kristen Maynard, Teacher

Charter

Effective Date...November 30, 2012

NO. 12-12-05 - RESOLVED, that at the recommendation of the

Superintendent, the following individual(s) be appointed as an athletic coach:

Thomas Centore, Head Baseball Coach (One year appointment)

CHSE

Step – 7

Class – B

Playing Competition – High School

Experience – Head Coach Cranston East Football/Volunteer Baseball

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

Thomas Aronne, Assistant Coach Boys' Indoor Track

CHSW

Step – 3

Class – D

Playing Experience – High School & College

Experience – Cranston West Boys' Outdoor Track

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

NO. 12-12-06 – RESOLVED, that at the recommendation of the Superintendent, the following non-certified employee(s) be appointed:

Lucy Ragosta, Secretary

Cranston East

Effective Date...January 2, 2013

Authorization...Replacement

Fiscal Note...5113430101110

NO. 12-12-07 - RESOLVED, that at the recommendation of the Superintendent, the retirement(s) of the following non-certified personnel be accepted:

Florence Rotondo, Secretary

Nursing\Dental\Child Outreach\Central Registration

Effective Date...January 4, 2013

NO. 12-12-08 - RESOLVED, that at the recommendation of the Superintendent, the resignation(s) of the following non-certified personnel be accepted:

Kyle Saillant, Bus Monitor

Transportation

Effective Date...November 21, 2012

BUSINESS

PURCHASES AND PURCHASED SERVICES

NO. 12-12-09 - RESOLVED, that the following purchases be approved:

Reconditioning of Football Equipment be awarded as follows:

Helmet \$21.50 Riddell
Shoulder Pad \$ 8.15 Riddell
Rib Pad \$ 1.99 Riddell
Game Jersey \$ 1.15 Stadium
Game Pant \$ 1.70 Stadium

Number of bids issued 2

Number of bids received 2

POLICIES AND PROGRAM

NO. 12-12-10 - RESOLVED, that at the recommendation of the Superintendent, the following Conferences/Field Trips of Long Duration be authorized:

- 1. Katrina Pillay, Evaluation Coordinator, to travel to Phoenix, Arizona from January 7, 2013 through January 10, 2013 to attend the Gates Conference on Teacher Evaluation, at no cost to the district; completely covered by outside agency (Gates Foundation).**
- 2. Isa Tejada, Spanish Teacher at Cranston High School East and Carolyn Sczerbinski, Program Supervisor – World Language, and 6**

students to travel to Costa Rica from February 14th to February 22nd, 2013. This trip will provide an educational opportunity to practice their language skills in Costa Rica and experience the rich biodiversity and culture of the country at no cost to the school department. Please see the attached Field Trip of Long Duration form.

3. Kelly Whaley, Program Manager of Bain +2 and Kid Venture, to travel to Chevy Chase, MD from January 7, 2013 through January 11, 2013 to attend the 4H National Mentoring Program at no cost to the school department. All costs covered by URI/4-H/RW Grant. Please see attached Field Trip of Long Duration form.

POLICIES:

NO. 12-12-11 - RESOLVED, that at the recommendation of the Superintendent, the Public Records Request Guidelines Policy #8360.1 be approved for second reading (see policy attached).

NO. 12-12-12 - RESOLVED, that at the recommendation of the Superintendent, the Volunteer Policy, as amended, be approved for second and final reading (see policy attached).

NO. 12-12-13 - RESOLVED, that at the recommendation of the Superintendent, the Art Curriculum Grades K-12, be approved for second reading (Curriculum Binder on file in the Curriculum Office, Briggs Building, Cranston Public Schools, 845 Park Avenue,

Cranston, RI).

TABLED RESOLUTION

NO. 12-10-01 – WHEREAS, the City Council requested by resolution that the Cranston School Committee conduct a thorough study of the economic consequences of privatizing its school bus operations, that the School Committee analyze the experience and economic consequences over five to ten years in other communities that have privatized their bus operations and disposed of their fleets,

WHEREAS, the School Committee formed a Transportation Subcommittee in May of 2011 to conduct the study as requested by the City Council,

WHEREAS, the Transportation Subcommittee has met and formally adopted a Transportation report on September 27, 2012, representing the majority opinion of the Subcommittee,

WHEREAS, such Transportation report includes a 10 year financial analysis on the costs associated with replacing the School District's fleet of buses and the costs and benefits of outsourcing its transportation services versus maintaining the services in-house.

Be it RESOLVED, that the School Committee accepts the Transportation Subcommittee's Majority Report in satisfaction of the City Council's resolution and as the best financial analysis available

for the School District's options for replacing the bus fleet.

17. Public Hearing on Non-agenda Items

18. Announcement of Future Meetings – January 7, January 22, January 28, and January 31, 2013 (If Necessary)

19. Adjournment

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

Interested persons and the public at large, upon advance notice, will be given a fair opportunity to be heard at said meeting on the items proposed on the Agenda.

Individuals requesting interpreter services for the hearing impaired must notify the Superintendent's Office at 270-8143 72 hours in advance of the hearing date.

Any changes in the Agenda pursuant to RIGL 42-46-6(e) will be posted on the school district's website at www.cpsed.net, Cranston Public Schools' Administration Building, 845 Park Ave., Cranston, RI; and Cranston City Hall, 869 Park Ave., Cranston, RI and will be electronically filed with the Secretary of State at least forty-eight (48)

hours in advance of the meeting.

Notice Posted: December 7, 2012

8360.1

PUBLIC RECORDS REQUEST GUIDELINES

The Cranston School Department adheres to the Access to Public Records Act, R.I. Gen. Laws 38-2-1, et. seq., and has instituted the following procedures for the public to obtain public records.

- 1. The regular business hours of the Department are 8:00 a.m. to 4:30 p.m.**
- 2. You are not required to provide identification or the reason you seek the information, and your right to public records will not depend upon providing identification or reasons.**
- 3. In order to ensure that you are provided with the public records that you seek in an expeditious manner, unless you are seeking records available pursuant to the Administrative Procedures Act or other documents prepared for or readily available to the public, we ask that you complete the Public Records Request Form located in the Superintendent's Office, Administration Building, located at 845 Park Avenue, Cranston, RI 02910, or on our website <http://www.cpsed.net> or otherwise submit your request in writing (email requests will not be accepted) addressed to:**

Superintendent of Schools

Cranston Public Schools

**845 Park Avenue
Cranston, RI 02910**

4. You may also obtain a copy of the Attorney General's Guide to Open Government, which can be found at <http://riag.ri.gov> (then proceed to the link entitled "Open Government").

5. Please be advised that the Access to Public Records Act allows a public body ten (10) business days to respond, which can be extended an additional twenty (20) business days for "good cause." We appreciate your understanding and patience.

6. The Cranston School Department is committed to providing you with public records in an expeditious and courteous manner.

First Reading: November 19, 2012

Resolution No. 12-11-20

Second Reading: December 10, 2012 CRANSTON PUBLIC SCHOOLS

Resolution No. 12-12-11 CRANSTON, RHODE ISLAND

**OFFICE OF THE SUPERINTENDENT
PUBLIC RECORDS REQUEST FORM
UNDER THE ACCESS TO PUBLIC RECORDS ACT**

Date _____ Request Number _____

Name (optional) _____

Address (optional) _____

Telephone (optional) _____

Requested

Records: _____

OFFICE USE ONLY

Request taken by: _____

Request

Number _____

Date: _____ **Time:** _____

Records to be available on: _____ **Mail** _____

Pick

Up _____

Records provided: _____

Costs: _____ **copies** _____ **search**

and

retrieval_____

**Forward this Document to the Open Government Unit
(Superintendent's Office)**

**-----Office of the Superintendent – Public Records Request
Receipt**

**If you desire to pick up the records, they will be available on
_____. If, after review of your request, the Department
determines that the requested records are exempt from disclosure for
a reason set forth in the Access to Public Records Act, the
Department reserves its right to claim such exemption.**

**Note: if you chose to pick up the records, but did not include
identifying information on this form (name, etc.), please inform the
assistant in the Superintendent's office of the date you made the
request, records requested and request number.**

VOLUNTEERS IN SCHOOLS 1240.1

STATEMENT POLICY

**Cranston Public Schools appreciates volunteer efforts in its schools.
Parents, college students, senior citizens, elected officials, business
representatives, and community members are important sources of
support and expertise that enrich the instructional program, assist**

teachers, and connect the student body with the community.

DESCRIPTION

A volunteer is any non-compensated person who wishes to donate his/her time for any public school related activity within a school building.

Volunteers must adhere to all Cranston Public Schools policies and regulations including but not limited to Code of Conduct, Confidentiality, etc.

Volunteers shall not physically discipline a student.

REQUIREMENT

Volunteers shall be required to complete an Information and Disclosure Statement, including references and information about prior volunteer experience. In addition, volunteers may be required to participate in an orientation and/or training established by Cranston Public Schools.

AGE REQUIREMENT

Volunteers must be a minimum of 18 years of age.

CONFIDENTIALITY

Volunteers must keep confidential what they observe. Volunteers must maintain confidentiality, and are not permitted to discuss student/school related issues in the outside community. Volunteers shall not have access to confidential information / files / records.

SAFETY AND SECURITY

Upon initial application, all volunteers shall be required to obtain a Rhode Island BCI. All out-of-state volunteers, or volunteer applicants who have not resided in Rhode Island for a period of one year, shall be required to obtain a National Fingerprint BCI.

The cost of the background check, if any, is the responsibility of the applicant. Funds may be made available for those who are unable to cover the cost of the background check. Inquiries may be made with Human Resources.

Volunteers shall not be with a student(s) outside the presence of a classroom teacher, administrator, or appropriate school personnel, unless authorized by said classroom teacher, administrator or appropriate school personnel to do so after having undergone the BCI check. A volunteer shall not, in his or her volunteer capacity, be in a one-on-one situation with a child, during or outside of a school

day.

Volunteers must provide identification and sign in/out at the school's main office. Volunteers shall wear the "Visitors" badge or other means of identification, as required by school policy.

VOLUNTEER LIABILITY AND INDEMNIFICATION

A volunteer shall at all times indemnify and hold harmless the Cranston Public Schools and its officers, agents and employees from any and all claims, damages and expenses arising out of injuries to persons or damage to property which resulted from any omissions or negligent acts of the volunteer.

EXCLUSION

This Policy may not apply to parents observing classrooms, guest speakers, performers, student mentors who are enrolled in Cranston Public Schools, truancy court personnel, newspaper reporters, vendors for school related items such as rings, yearbooks, delivery vendors, and alike, provided they are accompanied by the Superintendent or school personnel.

RECORD RETENTION

The Office of Human Resources shall maintain an accurate file of signed Volunteer Disclosure Statements and the results of criminal background checks as required by policy.

DISQUALIFYING INFORMATION

In the event that a bureau of criminal identification (BCI) check reveals disqualifying information, then the bureau of criminal identification, state police or local police department will inform the applicant in writing of the nature of the disqualifying information; and without disclosing the nature of the disqualifying information, will notify the employer in writing that the disqualifying information has been discovered.

If there is any disqualifying information concerning a potential volunteer set forth in the BCI report, it shall be the responsibility of the Superintendent or his/her designee to notify the potential volunteer and explain that he/she will not be able to participate due to the information contained in the report. The Superintendent or his/her designee shall also provide the potential volunteer with the opportunity to meet with the Superintendent to discuss the matter.

If the potential volunteer elects to have the meeting with the Superintendent, then at that meeting, notwithstanding the disqualifying information, the Superintendent may make a judgment regarding whether the individual may volunteer in the Cranston

Public Schools. In determining whether to allow an individual with a disqualifying record to volunteer, the Superintendent may consider the following factors:

- (1) Time frame of conviction; (2) Rehabilitative efforts of the applicant; (3) The applicant's community involvement; (4) References;**
- (5) Experience with children; and (6) Any other factors deemed relevant.**

For purposes of this policy, "disqualifying information" means those offenses listed in R.I.G.L. §§23-17-37, 11-37-8.1 (first degree child molestation) and 11-37-8.3 (second degree child molestation).

APPEALS PROCESS

Any volunteer wishing to appeal the Superintendent's decision may do so by writing a letter to the Chairperson of the School Committee within ten days of the Superintendent's decision, requesting a hearing before the School Committee, and shall be advised of this process by the Superintendent. The School Committee shall

independently consider the request and may consider the same factors set forth above.

ENACTMENT

This policy shall take effect immediately upon passage.

THIS POLICY SHALL BE INTERPRETED AND IMPLEMENTED IN COMPLIANCE WITH THE REQUIREMENTS OF THE RHODE ISLAND CIVIL RIGHTS OF PEOPLE WITH DISABILITIES ACT AND ALL OTHER ANTI-DISCRIMINATION LAWS.

Policy Adopted: June 22, 2009

Resolution #: 09-6-26

**Policy Amended: December 10, 2012 CRANSTON PUBLIC
SCHOOLS**

Resolution #: 12-12- 12 CRANSTON, RHODE ISLAND