

CRANSTON SCHOOL COMMITTEE PUBLIC WORK SESSION

APRIL 10, 2013

WILLIAM A. BRIGGS BUILDING (REED CONFERENCE ROOM)

845 PARK AVENUE

EXECUTIVE SESSION 6:00 P.M.

**PUBLIC WORKSESSION IMMEDIATELY FOLLOWING EXECUTIVE
SESSION**

**PUBLIC SESSION IMMEDIATELY FOLLOWING PUBLIC WORK
SESSION**

AGENDA

**1. Call to Order – 6:00 p.m. – Convene to Executive Session pursuant
to RI State**

Laws –

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

a. (Renewal of Contracts – Administrators/Principals)

3. PL 42-46-5(a)(2) Collective Bargaining and Litigation:

a. (Contract Negotiations' Update – Secretaries)

b. (Teachers)

c. (Bus Drivers)

d. (Teacher Assistants)

4. Executive Session

5. Call to Order – Public Session

6. Roll Call – Quorum

7. Adjourn to Public Work Session

8. Public Work Session

- a. Adoption of the Rhode Island Basic Education Program – Attorney Cascione
 - b. BEP-Human Capital Policy – R. Votto
 - c. Organization/Visitor Access & Identification Policy - #1250 (Amended)
 - d. Heartland School Solutions (mySchoolBucks) Service Overview & Pricing Options
 - e. Summer Lunch Program – Superintendent Lundsten
 - f. Energy Consultant Procurement RFP-Mr. Balducci, Mr. Zisseron & Mrs. Verrengia
9. Adjourn Public Work Session to Public Meeting
10. Executive Session Minutes Sealed – April 10, 2013
11. 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

270-8170 72 hours in advance of 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.

Posted: April 5, 2013

Adoption of the Rhode Island Basic Education Program

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

Position The BEP establishes standards deemed essential by the Board of Regents to assure the provision of a guaranteed and viable education for all public school students and ensure the implementation of the Rhode Island Comprehensive Education Strategy. The Cranston

Public Schools are committed to fully implementing all aspects of the BEP; including, but not limited to, the Regulation on Human Capital.

Legal Reference

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

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

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

RIDE Basic Education Program Regulations; Title G, Ch 12-15, including 15-2.2

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

P:\Active Clients\RFC files\CRANSTON SCHOOL DISTRICT\POLICIES\Adoption of the RI Basic Ed Program 3.11.13.wpd

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

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

Organizations, groups or individuals shall not be allowed to promote or recruit during the school day.

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

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

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

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

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

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

Policy Adopted: 3/20/72 CRANSTON PUBLIC SCHOOLS

Policy Amended: CRANSTON, RHODE ISLAND

Resolution No.:

Cranston Summer Lunch

Total of 5358 meals

Daily-125 30 days

134 12 days

Reimbursement Rate \$3.41

Food Cost \$1.40 per meal

Paper Cost \$0.07

Revenue \$18,271

Food Cost \$7,501

Labor \$9,136.00

Paper \$375

Cleaning \$125

Non Controlables \$290

Mgt Fee \$2,679

Total Operating Cost 20,106

Coolers/Ice Packs 500

Menus 50

Excess/Deficit (\$2,385)

Labor- FSM- 8 hours

Driver- 4 hours

mySchoolBucks®

District Training Manual

Version–10032012

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MYSCHOOLBUCKS PARENT ACCOUNT SETUP

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

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

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

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

NEW PARENT ACCOUNT SETUP

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

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

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

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

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

Once all fields have been completed for Login ID and Password have been setup and confirmed, click on the “Security Question” drop down box to select the question.

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

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

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

DISTRICT SETUP FEATURES IN MY SCHOOL BUCKS

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

Two options give the administrative user account the ability to view reports and mySchoolBucks related functions for the district. These are “DISTRICTSETUP” and “REPORTS”.

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

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

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

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

One particular feature (which districts can utilize for disseminating

information to parents) is the

“Announcement” field, noted above by the arrow.

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

MANAGEUSERS

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

The district administrative user will see a list of users by last name, first name and Login ID. To the right of the Login ID, the administrative level is listed. All District Admin users will be denoted as such. All users who are NOT District Admin users will be denoted as a Parent.

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

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

MANAGESTORES

This is an optional feature of mySchoolBucks. If you wish to accept

payments for any items outside of the lunch room, please contact our sales team for assistance.

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

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

To enable communications, between the district's K-12 software and mySchoolBucks, the District Admin user simply clicks on the function (to the right) called "Enable Store." This will immediately re-enable communications between the K-12 software and the mySchoolBucks website.

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

ACCESSING REPORTS IN MY SCHOOL BUCKS

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

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

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

- **Daily Batch Report (Detail)**

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

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

SUPPORT CONTACT INFORMATION

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

Schools & Districts: 1-800-256-8224

Parents: 1-855-832-5226