CRANSTON SCHOOL COMMITTEE MEETING
MARCH 14, 2016
WESTERN HILLS MIDDLE SCHOOL
400 PHENIX AVENUE, CRANSTON, RI 02920
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(a)(1) Personnel:

    a. Discussion of Certified Employee "A"
    b. Discussion of Certified Employee "B"
    c. Discussion of Non-Certified Employee "A"
    d. Discussion of Non-Certified Employee "B"
    e. Secretaries
    f. Discussion of Middle School Principal Candidates
    g. Teacher Recalls

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

4. PL 42-46-5(3)

    a. District Safety Plan

5. PL 42-46-5 (a)(8);

    a. Disciplinary Hearing for Student "A"

6. Executive Session
7. Call to Order - Public Session
8. Roll Call – Quorum
9. Executive Session Minutes Sealed – March 14, 2016
10. Minutes of Previous Meetings Approved – February 11, 2016
11. Public Acknowledgements/Communications
12. Chairperson's Communications
13. Superintendent's Communications
14. School Committee Member Communications
15. Public Hearing
    a. Students (Agenda/Non-Agenda Matters)
    b. Members of the Public (Agenda Matters Only)
16. Action Calendar/Action Agenda

RESOLUTIONS

Sponsored by Janice Ruggieri, Chairperson

Resolution No. 16-03-01 WHEREAS, students from The Cranston Area Career & Technical Center at Cranston High School West have distinguished themselves through competing in the

2016 Rhode Island State DECA Competitions.

WHEREAS, the following 42 students have distinguished themselves on the state level by medaling in their respective competitions:

GOLD: Christopher Minicucci - International Business Plan; Joulien Martinelli - International Business Plan; William Saccoccio - International Business Plan; Michael Degnan - Independent Business Plan; Joshua Forgue - Independent Business Plan; Joshua Pereira - Independent Business Plan; Austin Alzate - Start-Up Business Plan; Andrew Blanchette - Entrepreneurship-FranchiseLuigina Pena - Entrepreneurship Promotion Project; Noah Dinerman - Entrepreneurship Promotion Project; Ari Diboni -Public Relations Project; Marina DeAngelis - Public Relations Project; Marina Moceri - Business Services Operations Research; Megan Kenneally - Business Services Operations Research; Alayna Harvie - Finance Operation Research ; Tara Ayrassian - Finance Operation Research; Christopher Konturas - Hospitality and Tourism Operations Research; Austin Coyne - Hospitality and Tourism Operations Research; Michael Ragosta - Hospitality and Tourism Operations Research; Morgan DiMaio - Learn and Earn Project; Meghan Marchetti - Learn and Earn Project; Cassandra Giarrusso - Learn and Earn Project; Alexia Marchetti - Community Service Project; Sophia Trapassi - Community Service Project; Alexis Tella - Community Service Project; Mathew Lonardo - Creative Marketing Project; Ryan Marsella - Creative Marketing Project; Mitchell Smith - Creative Marketing Project;

SILVER - Nicole Sacco - Advertising Campaign; Karim Jamous - Independent Business Plan; Theodore Ruggieri - Independent Business Plan; Nikolas SanAntonio - Independent Business Plan; Rachel Cappalli - Start-Up Business Plan; Ryan Reinsant - Finance Operation Research; John DeRouin - Finance Operation Research; Nicholas Poulos - Finance Operation Research; Mario Perretta - Buying & Merchandising Operations Research

BRONZE - Robert Frederick - Independent Business Plan; Anthony Espinal - Independent Business Plan; Jason Sepe - Independent Business Plan; Giuliana Hathaway - Entrepreneurship Innovation Plan; Gianna Gargaro - Entrepreneurship Innovation Plan

Be it **RESOLVED** that the Cranston School Committee extends its congratulations to all of these students for their exceptional accomplishments, and to Mr. Thomas Barbieri, Principal of Cranston High School West, Mr. Gerry Auth, Director, Cranston Area Career & Technical Center, and teacher Mr. Richard Abruzzini, and that they receive a copy of this Resolution signed by the members of the Cranston School Committee.

<u>Sponsored by Dan Wall</u>

Resolution No. 16-03-02 WHEREAS, the Western Hills Middle School girls' soccer team has had an outstanding record of success; and

WHEREAS, the team had and undefeated regular season record, winning fourteen consecutive games; and

WHEREAS, the talent, hard work, and determination of this team's players and coach enabled the Western Hill Middle School girls' soccer team to reach the Semifinals in playoff competition; and

WHEREAS, it is only fitting and proper that they be recognized by this body.

BE IT RESOLVED, that the **Cranston School Committee** hereby commend the following players and coach of the Western Hills Girls' Soccer team for their outstanding achievements and wish them continued success.

Coach: Audrey Thorpe **Players:** Catherine Consiglio, Taylor Costa, Kaitlyn Fitzgerald, Lauren Foley, Danielle Garceau, Emma Hanley, Alexia Hay, Palavi Kamsani, Julia Mancini, Madison Marcello, Liz Marses, Alexia Martin, Frankie Montanaro, Amber Paquette, Nicole Perrault, Rebecca Powers, Abigail Royal, Ava Santamaria, Abigail Shellard and Teagan Wall

Be it further **RESOLVED**, that they receive a copy of this Resolution signed by the members of the Cranston School Committee.

Resolution No. 16-03-03 RESOLVED that the Cranston School Committee accept or reject the recommendation of the Superintendent to exclude Student "A".

PERSONNEL

Resolution No. 16-03-04 RESOLVED that the Cranston School Committee accept or reject the Memorandum of Agreement between the Cranston School Committee and Certified Employee A.

Resolution No. 16-03-05 RESOLVED, that at the recommendation of the Superintendent, said certified personnel be recalled from layoff, and

Be it further **RESOLVED**, that the Superintendent notify these individuals of the committees actions.

Resolution No. 16-03-06 RESOLVED, that at the recommendation of the Superintendent, the School Committee approve a salary adjustment for a certified administrator effective July 1, 2016 **(See attached Fiscal Impact Analysis)**

Resolution No. 16-03-07 RESOLVED, that at the recommendation of the Superintendent, the following certified Administrator be appointed **(see attached Fiscal Impact Statement):**

> **Timothy Vesey,** Principal, Western Hills Middle School
> Effective Date: July 1, 2016
> **See attached Fiscal Impact Analysis**

Resolution No. 16-03-08 RESOLVED, that at the recommendation of the Superintendent, the following certified Administrator be appointed **(see attached Fiscal Impact Statement):**

> **Alex Kanelos**, Principal, Hope Highlands
> Effective Date: July 1, 2016
> **See attached Fiscal Impact Analysis**

Resolution No. 16-03-09 RESOLVED, that at the recommendation of the Superintendent, the following certified Administrator be appointed **(see attached Fiscal Impact Statement):**

Jeffrey Taylor, Principal, Bain Middle School
Effective Date: July 1, 2016
See attached Fiscal Impact Analysis

Resolution No. 16-03-10 RESOLVED, that at the recommendation of the Superintendent, the appointment of the World Language Chairperson for Cranston High School West be approved. The effective date of this appointment is the 2016-2017 school year.

Lauren King

Resolution No. 16-03-11 RESOLVED, that at the recommendation of the Superintendent the following certified personnel be appointed for the 2016-2017 school year:

Danielle Howman, Step 9 + Masters
Education…Siena College, BA, URI, Masters
Experience…West Warwick School Department
Certification….Middle\Secondary English
Assignment…Western Hills 1.0 FTE
Effective date…August 31, 2016
Authorization…New
Fiscal Note… 12911890 51110

Resolution No. 16-03-12 RESOLVED, that at the recommendation of the Superintendent, the following certified personnel be appointed as substitutes on a temporary basis as needed:

Rebecca Vierra, Elementary
Yenifer Urizar, Spanish
Jacqueline Bartlett, Art PK-12
Lisa Redding, Secondary English

Resolution No. 16-03-13 RESOLVED, that at the recommendation of the Superintendent, the retirement of the following certified personnel be accepted:

Marianne Fougere, Teacher
Park View
Effective Date…June 30, 2016

Amy Scott, Teacher
Cranston East
Effective Date…June 30, 2016
Polly Wolfe, Teacher
Park View
Effective Date…June 30, 2016

Resolution No. 16-03-14 RESOLVED, that at the recommendation of the Superintendent, the resignation of the following certified personnel be accepted:

Leona Brown, Teacher
Stadium
Effective…March 11, 2016

Caroline Crudale, Teacher
NEL\CPS Charter
Effective…March 15, 2016

Resolution No. 16-03-15 RESOLVED, that at the recommendation of the Superintendent, the following individual be appointed as an athletic coach:

Matthew Brannon, Head Coach Baseball
Park View
Class-E
Step-2
Playing Competition-High School & College
Experience- Cranston Coach
Certification-RI Coaches Certification; CPR\AED\First Aid

Robert DeCosta, Head Coach Baseball
Bain
Class-E
Step-2
Playing Competition-High School
Experience-American Legion & Babe Ruth League
Certification-RI Coaches Certification; CPR\AED\First Aid

Joseph Splendorio, Head Coach Baseball
Western Hills
Class-E
Step-3
Playing Competition-High School
Experience-Cranston Coach
Certification-RI Coaches Certification; CPR\AED\First Aid

Cristen Rekrut, Head Coach Softball
Bain
Class-E
Step-2
Playing Competition-High School
Experience-Cranston Coach
Certification-RI Coaches Certification; CPR\AED\First Aid

Mark Dengel, Head Coach Softball
Park View
Class-E
Step-2
Playing Competition-None
Experience-Cranston Coach
Certification-RI Coaches Certification; CPR\AED\First Aid

Thomas Lewandowski, Head Coach Softball
Western Hills
Class-E
Step-2
Playing Competition-None
Experience-Cranston Youth Coach
Certification-RI Coaches Certification; CPR\AED\First Aid

William Naylor, Assistant Coach Boys' Volleyball
Cranston East
Class-D
Step-1
Playing Competition-High School
Experience-Central Falls Coach
Certification-RI Coaches Certification; CPR\AED\First Aid

Joseph Salimeno, Head Coach Coed Golf
Cranston West
Class-C
Step-3
Playing Competition-High School
Experience-West Assistant Coach
Certification-RI Coaches Certification; CPR\AED\First Aid

Michaela Salois, Assistant Coach Girls' Lacrosse
Cranston East
Class-D
Step-1
Playing Competition-None
Experience-East Field Hockey Coach
Certification-RI Coaches Certification; CPR\AED\First Aid

Martin Yarumian, Head Coach Boys' Soccer
Cranston West
Class-B
Step-3
Playing Competition-High School & College
Experience- Bay View Coach
Certification-RI Coaches Certification; CPR\AED\First Aid

Resolution No. 16-03-16 RESOLVED, that at the recommendation of the Superintendent, the following individual(s) be reappointed as an athletic coach:

Cranston High School East

Michael Walsh- Head Baseball Coach
Raymond Rotondo- Assistant Baseball Coach
Paul Bessette-Head Softball Coach
Kayla Cilley-Assistant Softball Coach
Robert Bouchard- Head Boys' Outdoor Track Coach
Carl Bishop-Assistant Boys' Outdoor Track Coach
Robert LaBanca- Head Girls' Outdoor Track Coach
Ryan Kavanagh, Assistant Girls' Outdoor Track
James Creamer-Head Boys' Lacrosse Coach
Matthew Davis-Assistant Boys' Lacrosse Coach
Howard Chun-Head Girls' Lacrosse Coach
Michael Boyajian, Head Boys' Tennis Coach
Thomas Paquette, Head Boys' Volleyball Coach
Nicholas Ruggieri, Unified Basketball

Cranston High School West

Robert Malo- Head Baseball Coach
Corey Capirchio-Assistant Baseball Coach
Jeff Smith – Head Softball Coach
Dave Kenneally-Assistant Softball Coach
Keith Croft- Head Girls' Outdoor Track Coach
Dina Cesana, Assistant Girls' Outdoor Track
Roger Tow-Head Boys' Volleyball Coach
Ralph Sacco-Assistant Boys' Volleyball Coach
Jared Zimmer-Head Boys' Lacrosse Coach
Justin Erickson, Assistant Boys' Lacrosse Coach
Michael Soscia-Head Girls' Lacrosse Coach
James Lucas, Head Boys' Tennis Coach
Matthew Reis, Unified Basketball

Resolution No. 16-03-17 RESOLVED , that at the recommendation of the Superintendent, the following individuals be appointed as volunteer coaches:

Cranston High School West

Thomas Carmody III	Girls' Softball

Cranston High School East

David Boyajian	Baseball

Park View Middle School

William Brannon	Baseball
Andrew Barron	Baseball

Resolution No. 16-03-18 RESOLVED, that at the recommendation of the Superintendent, the following individuals be reappointed as volunteer coaches:

Cranston High School East

Mike Schiappa	Baseball
Jake Colifi	Baseball
John Razzino	Baseball
Ron Lee	Volleyball
Michael Rice	Softball

Cranston High School West

Dan Hopkins	Baseball
Ryan Sczerbinski	Baseball
Derek DiMeo	Baseball

Resolution No. 16-03-19 RESOLVED, that at the recommendation of the Superintendent, the following non-certified employee be appointed:

David Goewey, 5hr Part Time Custodian
Plant
Effective Date…February 22, 2016
Replacement
Fiscal Note…11247050 51110

Earl Barbalato, 5hr Part Time Custodian
Plant
Effective Date…February 22, 2016
Replacement
Fiscal Note…12447050 51110

Sheri-Ann Rose, Bus Driver
Transportation
Effective Date…February 22, 2016
New
Fiscal Note… 12645190 51110

Ida Marchetti, Child Outreach Screener
Early Childhood
Effective Date…February 29, 2016
Replacement
Fiscal Note…10241050 51110

Alyssa Loveless, Bus Monitor
Transportation
Effective Date…March 7, 2016
Replacement
Fiscal Note…12445090 51110

Altagracia Deurena Rodriguez, Bus Monitor
Transportation
Effective Date…February 29, 2016
Replacement
Fiscal Note…11945090 51110

Anthony Venticinque, 4hr Custodian
Plant
Effective Date…March 7, 2016
Replacement
Fiscal Note…12445090 51110

Diana D'Ambrosio, Bus Monitor
Transportation
Effective Date…March 7, 2016
Replacement
Fiscal Note…13645090 51110

Resolution No. 16-03-20 RESOLVED, that at the recommendation of the Superintendent, the following non-certified personnel be appointed as substitutes on a temporary basis as needed:

Marisa DeMeo, Secretary
Djibril Cissoko, Custodian

Resolution No. 16-03-21 RESOLVED, that at the recommendation of the Superintendent, the following non-certified staff member be granted a leave of absence without compensation as provided in Article X, Section C of the Master Agreement between the Cranston School Committee and the Cranston Teachers' Alliance:

Laurie Testone, Teacher Assistant
District
Effective Date…March 3, 2016 to August 31, 2016

Evelyn Cotoia, Bus Aide
Transportation
Effective….March 30, 2016 to August 31, 2016

Resolution No. 16-03-22 RESOLVED, that at the recommendation of the Superintendent, the retirement(s) of the following non-certified personnel be accepted:

Steven Dail, Utility
Plant
Effective Date…February 10, 2016

Resolution No. 16-03-23 RESOLVED, that at the recommendation of the Superintendent, the resignation(s) of the following non-certified personnel be accepted:

Joseph Noiseux, Custodian
Plant
Effective Date…March 11, 2016

Resolution No. 16-03-24 RESOLVED, that at the recommendation of the Superintendent, non-certified Employee A be laid off from their position due to realignment and/or reorganization of staff.

Resolution No. 16-03-25 RESOLVED, that at the recommendation of the Superintendent, non-certified Employee B be laid off from their position due to realignment and/or reorganization of staff.

BUSINESS

Resolution No. 16-03-26 RESOLVED, that the revised four year (2016-2019) Capital Improvement Plan, as recommended by the Superintendent, be approved **(See attached)**

Resolution No. 16-03-27 RESOLVED, that the following purchase be approved:

Student Planners (funded by Middle School annual order allocation) in the amount of $3.52 per planner for 80 pages (.02 per additional page). (Purchase pending the availability of funding 2016-2017 budget)

Number of bids issued 3
Number of bids received 1

Resolution No. 16-03-28 RESOLVED, that the following purchase be approved:

Athletic Supplies in the amount of $14,517.33

Number of bids issued 9
Number of bids received 7

Resolution No. 16-03-29 RESOLVED, that the following purchase be approved:

Audio Visual supplies in the amount of $3,710.32. (Purchase pending the availability of funding 2016-2017 budget)

Number of bids issued 6
Number of bids received 5

Resolution No. 16-03-30 RESOLVED, that the following purchase be approved:

Custodial Uniforms in the estimated total amount of $10,179.40 per year for the period of 2016 - 2019

Number of bids issued 7
Number of bids received 3

Resolution No. 16-03-31 **RESOLVED**, that the following purchase be approved:

Trash Liners in the estimated total amount of $22,328 in 2016-2017 and $23,466 in 2017-2018

Number of bids issued 7
Number of bids received 6

Resolution No. 16-03-32 **RESOLVED**, that the following purchase be approved:

Photocopy supplies in the amount of $33,938.09. (Purchase pending the availability of funding 2016-2017 budget)

Number of bids issued 2
Number of bids received 2

Resolution No. 16-03-33 **RESOLVED**, that the following purchase be approved:

District-wide internet services and participation in the E-rate reimbursement process extended for the first of four years be approved for OSHEAN as our service provider for the 2016-2017 school year at a cost of $36,000 of which approximately $21,600 will be reimbursed by e-rate.

POLICY AND PROGRAM

Resolution No. 16-03-34 **RESOLVED**, that at the recommendation of the Superintendent, the 2016-2017 School Calendar be adopted **(See attached).**

Resolution No. 16-03-35 **RESOLVED,** that at the recommendation of the School Committee, the following policy be revised and or amended **(See attached policy)**

Policy No. 1330 Use of School Buildings by School and Non-School Based Organizations Policy

Resolution No. 16-03-36 **RESOLVED,** that at the recommendation of the School Committee, the following policy be revised and/or amended **(See attached policy)**

Policy No. 5145 Student Rights and Responsibilities in Interrogations and Searches

Resolution No. 16-03-37 **RESOLVED,** that at the recommendation of the School Committee, the following policy be revised and/or amended **(See attached policies)**

Policy No. 8360 School Committee Records

Resolution No. 16-03-38 **RESOLVED,** that at the recommendation of the Superintendent, the following Conferences/Field Trip of Long Duration be authorized:

Gayle Dzekevich, Director of Adult and Vocational Education, will be traveling to Dallas, Texas Sunday April 10, 2016 – Thursday, April 14, 2016 to attend *the COABE (Commission of Adult Basic Education)* conference. Travel and accommodations are grant funded by the Federal/Adult Ed. Grant.

Resolution No. 16-03-39 RESOLVED that at the recommendation of the Superintendent, the following Conferences
/Field Trip of Long Duration be authorized:

Scott Maynard, History Department Chair at CHSE, will be traveling to Watertown, MA Sunday March 13, 2016 – Wednesday, March 16, 2016 to attend *the NEASC Conference*. The conference is being funded by Title II.

Resolution No. 16-03-40 RESOLVED that at the recommendation of the Superintendent, the following Conferences/Field Trip of Long Duration be authorized:

Jill Cyr, Program Supervisor for Art at CHSE, will be traveling to Milford, MA Sunday, April 3, 2016 – Wednesday, April 6, 2016 to attend *the NEASC Conference*. The conference is being funded by Title II.

Resolution No. 16-03-41 RESOLVED that at the recommendation of the Superintendent, the following Conferences/Field Trip of Long Duration be authorized:

Andrea DiCiccio, English teacher at CHSE, will be traveling to North Attleboro High School, MA Sunday, May 1, 2016 – Wednesday, May 4, 2016 to attend *the NEASC Conference.* Reimbursement is through NEASC.

Resolution No. 16-03-42 RESOLVED, that at the recommendation of the Superintendent, the following Conferences/Field Trip of Long Duration be authorized:

Cranston High School East Football Coach Thomas Centore will be taking the football team to Camp Varnum – Narragansett Football Camp. This is an overnight camp that will takel take place Sunday, August 14, 2016 – Wednesday, August 17, 2016. There are 80 students attending and 5 chaperones. They will depart from Cranston High School East on August 14, at 2:00 pm, returning to Cranston High School East on August 17, at 12:00 pm. There is no cost to use the facility. The students will be charged $25.00 each for meals.

17. Public Hearing on Non-Agenda Items
18. Announcement of Future Meeting(s) – April 13, 2016 and April 25, 2016
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 270-8170 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, 845 Park Ave., Cranston, RI and will be electronically filed with the Secretary of State at least forty-eight hours (48) in advance of the meeting.

Notice posted:

Administrator's Compensation Schedule
Fiscal Year 2016-2017

NAME	POSITION	SCHOOL	ANN SALARY	HEALTH	DENTAL	LIFE	PENSION	SURV BEN	OASDI	MEDICARE	TOTAL Fringe	Sal & Fringe
Timothy Vesey	MS Prin.	W. Hills	101,704.00	0	0	25	16,283	96	0	1475	**17,879**	**119,583**
Jeffrey Taylor	MS Prin.	Bain	101,704.00	14587	1035	25	16,283	96	0	1475	**33,501**	**135,205**
Alexander Kanelos	MS Prin.	H. Highlands	101,704.00	14587	1035	25	16,283	96	0	1475	**33,501**	**135,205**
Michael Crudale	MS Prin.	Park View	101,704.00	14587	1035	25	16,283	96	0	1475	**33,501**	**135,205**

Administrator's Compensation Schedule
Fiscal Year 2017-2018

NAME	POSITION	SCHOOL	ANN SALARY	HEALTH	DENTAL	LIFE	PENSION	SURV BEN	OASDI	MEDICARE	TOTAL Fringe	Sal & Fringe
Timothy Vesey	MS Prin.	W. Hills	101,704.00	0	0	25	16,283	96	0	1475	**17,879**	**119,583**
Jeffrey Taylor	MS Prin.	Bain	101,704.00	15316	1035	25	16,283	96	0	1475	**34,230**	**135,934**

Cranston 4 year CIP Plan

PROJECT TITLE	BUDGETED	PROPOSED					TOTAL
	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	
3. Western Hills Windows							**0.00**
4. Bain Renovate 14 bathrooms							**0.00**
5. Western Hills Redesign parking							**0.00**
6..Cranston West roofs							**0.00**
7. Cranston West hazardous material							**0.00**
8. Cranston East HVAC			950,000.00				**950,000.00**
9.Cranston East Fire Code issues						1,000,000.00	**1,000,000.00**
10. Du Temple Hazardous material					200,000.00		**200,000.00**
11. Dutemple Fire Code				340,000.00			**340,000.00**
12. Watreman Fire Code					175,000.00		**175,000.00**
13.Norwood Fire Code					190,000.00		**190,000.00**
14. Stone Hill Sprinkler system							**0.00**
15. Stone Hill ADA repairs					160,000.00		**160,000.00**
16.. Woodridge Sprinkler system							**0.00**
17. Woodridge hazardous material						320,000.00	**320,000.00**
18..Gladstone Fire Code			370,000.00				**370,000.00**
19. Gladstone hazardous material					200,000.00		**200,000.00**
20, Oaklawn Kitchen ceiling repairs							**0.00**
21.Oaklawn Sprinkler							**0.00**
22. Oaklawn Windows							**0.00**
23. Edgewood Sprinkler							**0.00**
24. Edgewood health and safety				500,000.00			**500,000.00**

25.Edgewood ADA/exterior doors			50,000.00				**50,000.00**
26. Edgewood HVAC							**0.00**
27. Peters floor drains							**0.00**
28, Peters Fire Code				120,000.00			**120,000.00**
29. Stadium hazardous material						65,000.00	**65,000.00**
30. Stadium Fire code				110,000.00			**110,000.00**
31. Eden Park Fire Code				175,000.00			**175,000.00**
32. Garden City Fire Code				120,000.00			**120,000.00**
33. Garden City ADA repairs					85,000.00		**85,000.00**
34. Rhodes hazardous material						140,000.00	**140,000.00**
35. Rhodes Fire Code							**0.00**
36. Glenn Hills sprinkler							**0.00**
37. Glenn hills window replacement			95,000.00				**95,000.00**
38. Glenn Hills ADA repairs							**0.00**
39. Glenn Hills hazardous materials					631,509.00		**631,509.00**
40.Chester Barrows Fire code					200,000.00		**200,000.00**
41. Chester Barrows Health &Safety			150,000.00				**150,000.00**
42. Arlington hazardous material						140,000.00	**140,000.00**
							0.00
							0.00
							0.00
							0.00
							0.00
							0.00
							0.00
							0.00
							0.00
Totals	**0.00**	**0.00**	**1,615,000.00**	**1,365,000.00**	**1,841,509.00**	**1,665,000.00**	**6,486,509.00**

Cranston Public Schools Calendar for 2016 - 2017

Resolution No. ---------- Passed ----------

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

DAYS

August 2016

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	**30**	**31**			

DAYS

September 2016

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	**5**	6	7	8	9	10
11	12	**13**	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

(19)

DAYS

October 2016

Su	M	Tu	W	Th	F	Sa
						1
2	**3**	4	5	6	7	8
9	**10**	11	**12**	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

(18)

DAYS

November 2016

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	**8**	9	10	**11**	12
13	14	15	16	17	18	19
20	21	22	23	**24**	**25**	26
27	28	29	30			

(18)

December 2016

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	**26**	**27**	**28**	**29**	**30**	31

(17)

January 2017

Su	M	Tu	W	Th	F	Sa
1	**2**	3	4	5	6	7
8	9	10	11	12	13	14
15	**16**	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

(20)

February 2017

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	**20**	**21**	**22**	**23**	**24**	25
26	27	28				

(15)

March 2017

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

(23)

April 2017

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	**17**	**18**	**19**	**20**	**21**	22
23	24	25	26	27	28	29
30						

(14)

May 2017

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	**29**	30	31			

(22)

June 2017

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	**20**	21	22	23	24
25	26	27	28	29	30	

(14)

July 2017

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

***New Teacher Orientation 8/30/2016** ****All Teachers Orientation 8/31/2016**

First Day of School for Students - ALL GRADES REPORT Thursday, September 1, 2016

September 5, 2016	Labor Day
September 13, 2016	Primary Day
October 3, 2016	Rosh Hashanah
October 10, 2016	Columbus Day Observed
October 12, 2016	Yom Kippur
November 8, 2016	Election Day
November 11, 2016	Veterans' Day Observed
November 24 & 25, 2016	Thanksgiving Recess
December 26, 2016 - January 2, 2017	Holiday Recess
January 16, 2017	Martin Luther King, Jr. Day
February 20-24, 2017	Mid-Winter Recess (includes Presidents' Day / Feb. 20)
April 14-21, 2017	Good Friday & Spring Recess
May 29, 2017	Memorial Day Observed

Schools close June 20th or the 180th day (June 21-27) = make up days for inclement weather)

First quarter	September 1	-	November 14	inclusive 45 days
Second quarter	November 15	-	January 27	inclusive 45 days
Third quarter	January 30	-	April 7	inclusive 45 days
Fourth term	April 10	-	June 20	inclusive 45 days

Graduation Dates	CRANSTON HIGH SCHOOLS EAST & WEST	June 17, 2017
	NEL/CPS Construction Career Academy	June 16, 2017
Cranston East, West & NEL/CPS	Seniors' last day of instruction	June 6, 2017

-Fac. Mtg -Dept. Mtg -Common Planning -West/NELCPS Portfolio -East Portfolio

Policy No. 1330

Use of School Buildings by School and Non-School Based Organizations Policy

Effective as of July 1, 2016

POLICY STATEMENT:

The Cranston School Committee believes that the public schools should be considered as community schools and is, therefore, committed to the concept of making Cranston School facilities available for use outside normal educational programs. While school facilities are owned by the public and paid for by tax dollars, the general public should not be considered as having an obligation to fund extra costs for private or for-profit groups' use of facilities. It is for this reason that the School Committee feels it reasonable to expect groups authorized to use facilities to pay all related personnel costs as well as minimal costs so incurred for said use of buildings and/or grounds. The Committee further recognizes, however, that there are certain instances wherein the cost for use of school facilities should be borne by the school district.

Rules, Regulations, and General Information

All authorized persons or organizations must comply with the following rules and regulations for use of school buildings. The Cranston School Department, the Superintendent or his/her designee and/or School Committee reserves the right to make changes and/or additions to these rules and regulations if deemed appropriate for the safe use of school buildings.

TERMS AND CONDITIONS

General

1. No permit will be confirmed until it has been approved by the Superintendent or his/her designee and has been processed and approved through the application process.

2. Facility Request Permits must be filed at least thirty (30) school days prior to the date of the desired request. Requests cannot be made through school custodians or other school personnel.

3. No permits will be issued to any persons under the age of 21.

4. The applicant shall assume and accept all legal responsibilities and necessary costs resulting from its activities including full responsibility for damage or theft that occurs during their use of the building as a result of the actions of any member of their group.

5. The applicant shall assume and accept all terms and conditions and responsibilities listed under "Physical Site" and "Supervision and Behavior" for the actions of any member of their group during their use of the building.

6. There are certain restrictions upon the use of school property and the building. The applicant is solely responsible for the fulfillment of the regulations of the following:

    a. State Department of Public Safety

b. State and Local Fire Laws
c. State and Local Police Laws
d. Internal Revenue Admission Laws
e. State Laws Relating to Rental of School Facilities

7. The applicant may be required to have a police officer or firefighter in attendance**. [SEE - Fire Safety Regulations, Police Safety Regulations]** The applicant is responsible for any fees associated with these arrangements. -

8. Unanticipated use after 10:00 p.m. may be subject to additional charges.

Accessing the Requested Facility

1. Applicant must have their approved and date-valid request form available at all times.

2. Entry into a facility will not be permitted until the applicant responsible or their designee is present, and at the conclusion, the applicant or their designee must remain until the last attendee has left the school building.

3. School buildings will only be opened to authorized "applicant" or their designee and at such time the "applicant" or their designee will be responsible for the actions of the event attendees.

4. Entrance to the property shall be permitted ONLY via the main (front) doors of the school in use. All doors to the facility shall remain LOCKED at all times, except that custodial personnel shall unlock main entry doors for entrance by authorized groups as scheduled (fifteen minutes before and after scheduled start)

5. The permit is issued for a stated period of time and the user must abide by the time. Cranston Public Schools reserves the right to stop any event going past the time stated on the permit issued.

Assignment of Specified Area of Usage and Guidelines

1. Groups requesting a permit for school usage will be assigned to common areas based on availability.

2. Common areas include; Library, cafeteria, gymnasium, auditorium or any combination of those.

3. If multiple rooms are needed or those areas are not available then groups will be assigned a classroom by the building principal.

4. The classroom teacher will be notified by the principal that their classroom will be occupied by a group/organization.

5. The assigned space will be the only space a group is permitted to be in during their rental/usage time.

6. Access to a classroom does not include access or usage of a teachers' workspace. This includes the teachers' desk, work table computer stations or filing cabinets, supplies or materials.

7. Access to a classroom does not include access to student desks except for the top work surface.

8. Violation of these terms will void any future permits and usage of the schools will be denied.

Cancellation Rights

1. Phone and written notification of cancellation is required 24 hours before the scheduled event.

2. If the event is scheduled to be held on Saturday, Sunday, or a holiday, notification must be made 48 hours in advance.

3. Cancellations must be made to both the Superintendent's office and the Plant Operations office by phone.

Cranston School District Rights of Cancellation

1. When schools are closed for inclement weather, all activities are cancelled.

2. Cranston Public Schools have the Absolute Right of Cancellation/termination or to make necessary changes in the event of an emergency of any permit if the facility becomes unavailable. Should such termination take place, Cranston Public Schools shall not be held liable for any lost income, losses incurred, or otherwise any damages as a result of termination of the permit.

3. Cranston Public Schools will cancel the reservation of any organization whose chaperones fail to enforce the policies, regulations, and rules regarding the use of facilities.

4. Approvals are subject to change at any time based upon the rescheduling of RI Interscholastic Athletics, team practices, or school-related activities or events. The Cranston School Department will make an effort to make reasonable alternatives to said organization

PHYSICAL SITE TERMS AND CONDITIONS

Specified areas

Use of the facilities is limited to the area specified in the Facilities Use Request Form.

Property, Furniture, Equipment, Decorations, Special Equipment, Accidents, and Damage to Building

1. Applicant or their designee must leave clean and free of damage, all property, equipment, walls and furnishings. Any damages sustained to the facility and/or equipment during its use will be considered the responsibility of the applicant.

   a. CPS will bill applicant for the repair and/or replacement of any damage, destruction, or loss of school department property and equipment.

b. CPS will bill the applicant for cleaning beyond what is considered routine.

2. Applicant or their designee must return furniture and equipment to their proper places and remove all temporary decorations upon an event's completion and leave the facility in the condition in which it was found.

3. Applicant or their designee must receive prior approval in writing by the Superintendent or his/her designee to bring special equipment, decorations, electrical fixtures, electrical equipment, or make any changes or modifications of school facilities to a specific area on the Facility Use Application.

a. If approved, such equipment and/or decorations are the responsibility of the applicant or their designee and must be removed immediately following the event.
b. Applicant or their designee may use only masking tape to affix decorations or other approved objects from ceilings & walls.
c. Applicant or their designee may not tie into circuit breaker panels.

4. All animals are prohibited from all school grounds with the exception of service dogs, canine units, etc.

Smoking, Use of Tobacco

Use of tobacco or smoking is prohibited anytime and anywhere in school buildings and on school grounds.

Alcohol

Alcohol is prohibited anytime and anywhere in school buildings and on school grounds.

Food and Beverages

1. Food and beverages are not allowed in any area of the school buildings, including gymnasiums, with the exception of school cafeterias or other areas by prior approval.

2. Food and beverages cannot be sold or served on school premises unless permission is granted by the Superintendent or his/her designee of Cranston Public Schools.

3. If such sale is approved, all health regulations and permits, local or otherwise, must be adhered to at all times.

4. Applicant is responsible for contacting the Board of Health to determine if a temporary food permit or license fee is required for any event that involves the sale or distribution of food.

Vending, Selling, Exhibitions, Displays

1. Applicants or their designee may not engage in vending, free "give-a-ways", exhibiting or displaying products, etc., including commercial advertisements without specific approval through the application process.

School Phones

1. School phones are not available for applicants or their designee. In an emergency, the School Principal or the custodian-in-charge may permit phone use, if accessible.

2. Applicants or their designee_should possess alternative communication devices such as cell phones.

School Technology

Applicants or their designee may not use school technology or other related equipment.

High School Auditorium

1. Applicant may be required to have a police officer or fireman in attendance [**SEE next page - Fire Safety Regulations, Police Safety Regulations.]**

2. Stage curtains, lights, specialized sound and lighting auditorium equipment, and sliding wall panels shall be manipulated by authorized school personnel only.

3. Pianos are not to be moved without specific authorization. Organizations should request that pianos be moved on the application.

4. No refreshments may be served or taken into the auditorium.

5. Organizations may not place or allow to be placed any nails, tacks, screws, or other fasteners.

6. No part of the building shall be defaced; no substance shall be applied to the floors.

Gymnasiums are intended for athletic use.

1. Applicant may be required to have a police officer or firefighter in attendance [**SEE next page - Fire Safety Regulations, Police Safety Regulations.]**

2. No approval for gymnasium &/or athletic facilities will be granted/confirmed any earlier than thirty (30) days from date of applicant's event.

3. Groups will furnish their own equipment, etc., and will not use apparatus (ropes, ladder, etc.) unless specifically authorized on the permit.

4. Users will wear appropriate athletic footwear on any gymnasium - playing surface. Street shoes are not allowed on the gym floor and participants cannot wear cleats of any kind inside any school.

5. No refreshments – food or drink - may be served in or taken into the gymnasium.; unless previously approved on application.

6. Organizations may not place or allow to be placed any nails, tacks, screws, or other fasteners.

7. No part of the building shall be defaced; no substance shall be applied to the floors.

8. Spectators are not permitted on the playing surface.

9. Applicants or their designee are responsible for the conduct of their members and spectators.

10. Adult chaperones are required in locker rooms, if in use. Applicants or their designee are responsible for the conduct, and any related damage, of those using the locker rooms.

11. Applicants or their designee renting a gymnasium or athletic facility must provide first aid kits.

Kitchen Support and Equipment: Internal school programs only.

1. Internal school programs/groups may request use of the kitchen equipment in the cafeterias with a minimum of one (1) school-qualified safety-certified food service employee on duty. The group is responsible for associated fees. Any damage or additional cleanup costs necessary to facility or equipment will be charged to the group.

2. A school-qualified safety-certified food service employee must be assigned to any event/function that the kitchen area is requested and will be assigned by the Food Service Director or his/her designee.

"SUPERVISION AND BEHAVIOR" TERMS AND CONDITIONS

1. The applicant or their designee must be present throughout the time the facilities are being used.

2. Adult supervision (21 years or older) shall be provided at all events and said supervision must be present throughout the event. Entry into a facility will not be permitted until the applicant or their designee responsible is present, and at the conclusion, the applicant or their designee must remain until the last attendee has left the school building.

3. The applicant or their designee shall be directly responsible for and accept responsibility for the supervision, behavior/decorum, and discipline of person(s) using the facilities and/or attending activities under their sponsorship. The applicant's or their designee responsibility shall include, but is not limited to, the following:

a. Minors must be adequately chaperoned by responsible adults.
b. Applicant or their designee /chaperones must be present the entire time minors are on the premises.
c. When minors are using a facility, they are required to have adult supervision on a 1 to 15 ratio basis.
d. The District expects Applicant or their designee /chaperones to enforce all policies, regulations and rules of Cranston Public Schools and use sound judgment to ensure the safety and well-being of all those in attendance.
e. All children including siblings of participants are NOT ALLOWED in school facilities without a parent or responsible adult.

4. All use shall be conducted in a manner designed to ensure the safety of those involved.

NOTE: CPS will cancel the reservation of any organization whose chaperones fail to enforce the policies, regulations, and rules regarding the use of facilities.

Fire Safety Regulations

1. On an event-by-event basis, in the absence of unusual hazard, the Fire Chief will determine the need for the presence of firemen according to city rules and regulations. The applicant will be required to pay for one or more uniformed firefighters as stipulated.

2. Use of matches, candles, incense, pyrotechnics, open flames/smoke are strictly prohibited in any school location.

3. Total admittance for any single performance shall not exceed the maximum seating capacity of the facility in use.

Police Safety Regulations

1. Whenever police are required by CPS, the applicant will be responsible for associated fees. Applicant will be billed by the Police Department.

2. Any vehicle parked in a fire lane, no parking zone, or in front of a private driveway will be towed at the owner's expense.

Custodial Support

1. School custodians are required to be on duty at all times when a school building is in use. Custodians shall not be asked to grant special privileges which are not specifically designated on the permit.

2. Under no circumstance shall a custodian, either on regular duty or assigned for a specific event, be responsible for supervision of participants before, during, or after an event.

3. A custodian on his/her regular duty will not be available for service during the time of the use and have no responsibility to groups, as they have regular duties to be completed, except in the case of an emergency. He/she will be limited to opening/closing the building for the applicant.

4. For events that require the services of an assigned custodian, the number of custodians shall be determined by the Superintendent or his/her designee and Head of Plant Operations and will be determined from the information provided by the organization on the application form.

5. The custodian on an assigned duty shall be responsible for the supervision of the building and equipment, safety precautions in the building, cleaning of the building after its use, and for any services required by the applicant in accordance with the use of the facilities approval.

Accident, Liability, and Insurance Certificates

1. User groups other than those specifically exempted by the School Committee must present the Cranston Public School Department with an accident and liability policy insuring the agency, School Committee, the Cranston Public School Department, and the City of Cranston for and from any

liability for personal injuries and/or property damage which may result during the time the agency is using the facilities of Cranston Public Schools.

2. Certificate of Insurance provided to the School Department must show evidence of insurance for property damage, liability, and medical liability and name the Cranston School Department and the City of Cranston as Additional Insured's to the user group's policy. The minimum amount of coverage acceptable shall be $200,000 for property damage, $1,000,000 per occurrence and $10,000 for medical payments liability. (See pages 15-17, Tenant Users Liability Insurance)

ELIGIBILITY, USER GROUPS, BUILDING HOURS, AVAILABILITY

Cranston Public School Department will consider facilities use eligibility upon the following criteria:

a. School need for special events
b. Community need for special events
c. Date of COMPLETED application
d. Season of the sport or activity

Eligibility –User Groups

1. The Superintendent of Schools or his/her designee is hereby authorized to permit the use of CPS facilities under the condition that the use of public school facilities for school-related purposes will take precedence over all outside use.

2. The CPS will endeavor to permit use of facilities on an equitable basis and accommodate the needs of applicants wherever possible.

3. The use of school facilities will not interfere with the normal operation of school even when such activities are scheduled after building use has been approved.

4. The School Committee and Superintendent or his/her designee retain the right to deny the use of school facilities to any group if it deems the use is detrimental to the interest of the community or interferes with the operation of the schools.

5. The following groups are eligible for the use of school facilities:

GROUP I

EDUCATIONAL PROGRAM:

An educational program shall be considered as any activity sponsored by the Cranston Public Schools, which takes its base in the educational offerings of the School Committee as provided for within its operating budget.

CIVIC/RECREATIONAL PROGRAM:

A civic/recreational program shall be any activity sponsored by the Mayor's office, City Council, and/or the City's Department of Recreation.

COMMUNITY GROUPS:

A community group shall be considered as a formally organized non-profit or for-profit group of persons wherein the majority of its members are residents of the City of Cranston and whose base of operation is located in Cranston.

NON-RESIDENT GROUPS:

A non-resident group shall be considered as a formally organized non-profit or for-profit group wherein the majority of its members are not residents of the City of Cranston

GROUP II

NON-CRANSTON RESIDENT/RHODE ISLAND RESIDENT NON-PROFIT AND FOR-PROFITS

School Year "Building Hours"

"Building Hours" are 7:00 a.m. to 9:00 p.m. and are school year hours, excluding weekends, holidays, election days, and vacations and are subject to change.

Availability

1. School facilities are not available for non-school use on all Federal and Rhode Island holidays. The Superintendent or his/her designee may waive the facility availability on a holiday, if he/she deems the request to be an extraordinary event and custodial coverage can be obtained.

2. Summer rental requests are rarely granted so that all schools can be cleaned and repairs made for fall use.

USER FEE SCHEDULE

Rates/Fees - Payment Terms & Conditions

When school buildings are used for the purpose other than for school use, fees are charged to help cover the cost of additional expenses, including but not limited to;

- heat
- lights
- other operating expenses
- wear and tear - replacement or repair costs
- maintenance of the facility - upkeep
- custodial services
- maintenance supplies that are incurred by the public school system.

User fees for facility use shall be considered as those expenses incurred above and beyond the fulfillment of the educational, civic, or recreational mission. These costs are specifically detailed in the user fee schedule.

a. Parent advisory boards, PTO, civic/recreation sponsored, school department sponsored and Cranston non-profit (501C3) community organizations shall not be charged user fees as prescribed in this policy.

General Provisions

Facility use(s) not requiring payment of the established user fee include:

a. Educational activities sponsored by the Cranston Public Schools

b. Civic activities sponsored by the Mayor's office and/or City Council.

c. Recreational events sponsored and supervised by the City of Cranston Parks and Recreation Department.

d. Parent and/or teacher organizations and advisory committee meetings.

e. Cranston organizations having a 501C3 stature.

Therefore, charges are made by CPS to cover these costs.

Exceptions

1. The use of public school facilities for school [group] related purposes will take precedence over all outside use and are exempt from all charges with the exceptions as noted.

2. If the school function takes place outside the normal building hours of the custodial coverage.

3. If the school function requires set-up and/or clean-up.

4. If the school function requires custodial services throughout the event.

5. If the school function requires the staffing of the Food Service Department.

Approved municipal department meetings are exempt from all charges with exceptions as noted

1. If a requested use of a school building takes place outside the normal building hours of the custodial coverage.

2. If a requested use of a school building requires set-up and/or clean-up.

3. If a requested use of a school building requires custodial services throughout the event.

4. If a requested use of a school building requires the staffing of the Food Service Department.

5. The district PTO's are exempt from use of facility charges for monthly PTO events.

6. Use of facilities for emergency purposes for the Emergency Management Association (EMA)

will be established in a separate Memorandum of Agreement.

7. The School Committee and Superintendent or his/her designee retain the right to deny the use of school facilities to any group if it deems the use is detrimental to the interest of the community or interferes with the operation of the schools.

8. The Facility Use Fee Schedule is outlined on the following page.

Custodial Fee Guidelines

1. Custodial/Supervisor Service: To perform duties that are specifically related to facility usage, including preparation set-up and break-down time, which shall be charged to the applicant per Fee Schedule; except that custodian(s) may not be required during athletic team practices or other extra-curricular activity under the direction of the team coach or a teacher respectively. Custodial fees will be charged when;

   a. Beyond their normal shift hours; or
   b. When it is determined the applicant is required to have an assigned custodian to an activity or event even when occurring during normal shift hours.
   c. When there is no regular shift assignment for custodians.

2. Subject to negotiations for long term/multiple use requests.

3. If a custodian is in the building during normal working hours then the custodial hourly rate would be a minimum of one (1) hour to allow for cleanup of the area used.

4. Any time a custodian is needed outside of normal scheduled working hours and/or if a custodian is needed during the event then the Three (3) hour minimum rate would apply. Billing may be subject to change based on the event needs.

5. If food or beverages are being served during the use of the facilities then the 3 hour minimum custodial fee would apply.

6. An additional One (1) hour custodial fee will apply during non-work hours for clean-up after the event is over.

USER FEES

The following fees are established for use of facilities. These fees are in addition to the custodial hourly rate fees and/or technician fees.

A. FACILITY

Classrooms	**$10 per hour and Custodial Hourly Rate**
Gymnasium	**$35 per hour and Custodial Hourly Rate**
Cafeteria	**$20 per hour and Custodial Hourly Rate**

Auditorium	**$200 per hour and Custodial Hourly Rate**
Computer Lab	**$20 per hour and Custodial Hourly Rate**
Pool Facilities	**$25 per hour and Custodial Hourly Rate**
Outdoor/Grounds	**$15 per hour and Custodial Hourly Rate**
Auditorium Technician	**$20 per hour and Custodial Hourly Rate**
Computer Lab Technician	**$28 per hour and Custodial Hourly Rate**

APPLICATION AND APPROVAL PROCESS

Obtaining Application

A Facility Use Application Form may be downloaded from this site or may be requested from the Plant Operations office, website, and/or the office of any School Principal.

Facility Application Process

Applications must be submitted at least thirty (30) calendar days in advance of the anticipated date of use via the office of the principal in the facility to be used.

Submission

The Facility Use Application Form must be "filled out" completely. If the Facility Use Application Form is missing any required information, the permit process may be delayed.

Any person, organization, or group - Applicant - wishing to use a facility of the CPS must:

a. Complete the "Facility Use Application Form."
b. Attach required Insurance Certificate if applicable.
c. After all necessary approvals are obtained, and the Facility Use Application Form is approved/disapproved, the Plant Operations Office will forward a copy of the permit to the applicant.
d. Applicants requesting repeated facility usage may file a single facility use request form which lists all dates requested.

Signature

The applicant's signature on the Facility Use Application Form verifies acceptance of the billing as well as provides confirmation that the requestor has read, understands, and will abide by the Rules and Regulations governing Cranston Public Schools use of facilities.

Response

1. The Superintendent or his/her designee, shall review and either approve or deny the request for facility use.

2. The Superintendent or his/her designee, shall approve or deny the request for facility use within 7-10 business days after the application has been vetted by the Building principal, Athletic Director and the Direct of Buildings.

3. The Superintendent or his/her designee shall determine the need for a representative(s) of the school district to be present during the use of school facilities.

4. The Superintendent or his/her designee and School Committee reserve the right to cancel any approved use of school facilities for violation of the listed terms and conditions.

5. All information sent to the applicant should be reviewed, and if the applicant has any questions, he/she must contact the Plant Operations Office for assistance.

The Cranston Public School Department will consider facilities use upon the following criteria:

a. School need for special events
b. Community need for special events
c. Date of COMPLETED application
d. Season of the sport or activity
e. An application may be denied for any, but not limited to, the following reasons:
    i. Space availability limitations on the day(s), hour(s), and area(s) required to meet the applicant's needs.
    ii. Failure to submit a completed application request within the stipulated 30 day time frame

5. Approvals are subject to change at any time based upon the rescheduling of RI Interscholastic Athletics, team practices, or school-related activities or events.

6. When schools are closed for inclement weather, all activities are cancelled.

Office use only: Date submitted:_____ Name:_____

CRANSTON PUBLIC SCHOOLS APPLICATION FOR USE OF SCHOOL BUILDINGS

Step 1 of 6: Contact Information (Please print legibly)

Name of Individual Applicant and Group Name Requesting Use:

Group Representative/Title: _____

Your requested GROUP classification {refer to user group descriptions/criteria to determine your group -

Group 1 ._____ Group 2 ._____ Group 3 ._____Group 4 ._____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Daytime Phone:(___) _____ Evening Phone:(___)_____

Cell Phone :(___)_____ E-mail: _____

Step 2 of 6: Activity/Event Description

Purpose of event:_____

Is this event sponsored by the Cranston Public Schools? .Yes_____ No _____

Expected Attendance: _____

Describe event: _____

Will the public be admitted? Yes___ No ___

Will a fee be charged for admission? Yes___ No ___ (If yes to, admission charge: $ _____)

Is this event a fundraising activity? Yes ___ No ____ (If yes, please explain):

_____

Is this a commercial (for-profit) event? Yes ___ No____ (If yes, please explain)

_____

Step 3 of 6: Select Facility, Area and Equipment, Obtain Signatures

Date(s) Requested:

_____

Day(s) (PLEASE CIRCLE): Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Entrance Time to Facility: _____ Start of Activity: _____

End of Activity: _____ Time Exiting Facility: _____

GROUPS USING SCHOOL FACILITIES MUST CONCLUDE THEIR ACTIVITIES BY 10:00 P.M.

Check all that apply

Facility Requested:

Elementary School (name): _____

Middle School (name): _____

High School (name): _____

Other: _____

Area(s) Requested (check all that apply)

	Auditorium		Cafeteria
	Classroom		Gymnasium
	Kitchen		Locker Room
	Other		

If other, please list specific details: _____

Equipment Requested:

	Stage Lighting		P.A. System
	Other		

If other, please list specific details: _____

Step 4 of 6: Submit Complete Application Packet

Must be submitted thirty (30) days prior to activity or event. Complete packet includes:

a. Signed and completed application
b. Certificate of Insurance with a minimum of $1,000,000 for general liability coverage (covering bodily injury and property damage combined, and personal injury) naming Cranston School Department as an additional insured, unless otherwise requested.

Step 5 of 6: Requestor Signature

It is understood through the submission and signature on this application that:

1. Additional charges may result after the use of facilities (e.g., cleanup, damages, etc.)

2. Total fees are due at least two (2) weeks prior to the planned event date(s), unless otherwise approved; no organization will be permitted to use school facilities if an unpaid charge exists from a prior use.

3. Any damages sustained to the facility during its use will be considered the responsibility of the organization, and will be billed for any repairs needed to restore the facility to its original condition.

(Note – checks should be made payable to Cranston School Department; no cash will be accepted.)

_____ Yes I have read the School Committee Policy, Rules and Regulations governing School Facilities Use.

_____ I understand that I and the organization I represent accept responsibility for compliance with the Cranston School Committee policies and regulations contained within as well as applicable laws, and payment of fees (if applicable, and subject to additional assessment in the event of damages) associated with the foregoing use of school facilities. Failure to do so may result in forfeiture of permit or failure of future school usage. I understand that the requested permit may need to be changed or cancelled to accommodate school groups/functions as outlined in School Committee policy and regulations.

_____

Signature of Applicant Date

_____

Print Name

NOTE: Upon approval of this request, THIS FORM WILL BECOME A BINDING CONTRACT.

FOR OFFICIAL USE ONLY

Step 6 of 6: Obtain Fire/Police Protection –this section is completed by the Suprintendent or his/her designee **and/or Police/Fire Chief only. The Superintendent** or his/her designee **will determine if police coverage is required**.

1. Central Office will contact local fire officials directly to determine if coverage is necessary.

2. Payment for these services is the responsibility of the individual/group requesting use of the building.

_____ Police coverage required _____ Fire coverage required

_____ Police coverage NOT required _____ Fire coverage NOT required

ALL appropriate approvals and signatures are required in order as listed below, before FINAL submission to the Superintendent or his/her designee**.**

1. Building Principal

Name of School Requested: _____Available: _____Yes _____No

Additional Comments: _____

_____

Signature Date

2. Athletic Director [for gym and field use]

Name of facility/field Requested: _____ Available: _____Yes _____No

Additional Comments: _____

_____
Signature Date

3. Plant Operations

Approval: _____Yes _____No

Additional Comments: _____

Attach fee schedule backup: Yes

Facility Use Fee: $_____ Equipment Use Fee: $_____

School Personnel Fee: $_____ Total: $_____

_____
Signature Date

4. Superintendent or his/her designee

Approval: _____Yes _____No

Additional Comments: _____

_____
Signature Date

STUDENT RIGHTS AND RESPONSIBILITIES INTERROGATIONS AND SEARCHES

Definitions

For purposes of this regulation, the following definitions will be applicable:

1. Contraband will mean all substances or materials, the presence of which is prohibited by district policy, state and/or local law, including but not limited to controlled substances, drugs, alcohol or alcoholic beverages, glue, volatile chemicals, aerosol paint, guns, knives, weapons and incendiary devices.
2. Random searches will refer to searches that are conducted without reference to specific dates, locations or times.
3. School property refers to all property owned, leased or operated by the Cranston Public School District.
4. Reasonable Cause will mean a determination made by a district employee that reasonable grounds exist for believing a search will turn up evidence that a student has violated, or is violating the law, or the rules of the school district.

Interrogations by School Officials

Administrators, teachers and other professional personnel may question a student regarding the student's own conduct or the conduct of other students.

Lockers and Vehicles

Students have full responsibility for the security of their lockers, and for vehicles parked on school property. It is the student's responsibility to ensure that lockers and vehicles are locked and that the keys and combinations are not given to others. Students shall not place, keep or maintain any article or material that is forbidden by Cranston Public Schools policy in lockers or in vehicles parked on school property.

Reasonable Cause

School officials may search lockers, or vehicles parked on school property, if there is reasonable cause to believe that they contain articles or materials prohibited by Cranston Public Schools policy. Students shall be responsible for any prohibited items found in their lockers or in vehicles parked on school property.

If a vehicle subject to search is locked, the student shall be asked to unlock the vehicle. If the student refuses, he/she will be subject to discipline. Cranston Public Schools shall contact the student's parents. If the parents also refuse to permit a search of the vehicle, Cranston Public Schools may turn the matter over to local law enforcement officials.

Use of Trained Dogs

Cranston Public Schools shall use specially trained non aggressive dogs to sniff out and alert officials to the current presence of concealed prohibited items, illicit substances and alcohol.

Such visits to schools shall be unannounced. The dogs may be used to sniff vacant classrooms, vacant common areas, student lockers, and vehicles parked on school property. The dogs shall not be used in direct physical contact with students. If a dog alerts to a locker,

a vehicle or an item in a classroom, it may be searched by school officials. Searching of vehicles shall be conducted as described above.

a. Random searches will be directed toward locating items prohibited by law or the Student Code of Conduct in public or common areas on school property. The boundaries of such searched will include but are not limited to the following areas:
   1. All school property will be subject to random searches at any time. There is no expectation of privacy regarding items placed in school lockers or desks.
   2. All automobiles parked on school property will be subject to random searches.
   3. All personal effects will be subject to random searches.

b. Random search procedures will be as follows:
   1. The Cranston Police Department will be authorized to utilize trained canines to aid in the search for contraband in or on school-owned property and automobiles parked on school property.
   2. An authorized trainer will be responsible for training and documenting the dog's actions and must accompany the canine used in any random search.
   3. An indication (trained alert) by the dog to the handler that contraband is present on school property or in or on an automobile being searched will be considered probable cause to extend the focus of the search as needed.
   4. While a random search is being performed, all students and personnel must remain in their classrooms, work locations, or other areas of school property designated by the school administration in coordination with the Police Department.
   5. The superintendent or designee, school principal, or designee may request a search of the school as needed. Searches requiring a canine will be scheduled in advance with the Cranston Police Department.
   6. Unannounced searches may be conducted by the Cranston Police Department or upon request by the superintendent or designee, as deemed necessary.

Notice- Random Searches

Cranston Public Schools shall inform parents and students of the district's policy on searches, as outlined above, and shall specifically notify students that:

1. Lockers may be sniffed by trained dogs at any time.
2. Vehicles parked on school property may be sniffed by trained dogs at any time.
3. Classrooms and other common areas may be sniffed by trained dogs at any time when students are not present.
4. If contraband of any kind is found, the possessing student shall be subject to appropriate disciplinary action in accordance with the Student Code of Conduct and may be referred to the local law enforcement agency.
5. Random searches may be conducted as stated above.

Parent Notification

The student's parent or guardian shall be notified if any prohibited articles or materials are found in a student's locker, in a student's vehicle parked on school property, or on the student's person, as a result of a search conducted in accordance with this policy.

Policy Adopted: 1/20/15 (Res. No. 15-1-18)

CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND

School Committee Records

The superintendent's office shall have the responsibility for:

1. Taking and recording minutes at all regularly scheduled meetings of the school committee. These minutes, after review by the clerk, shall be mailed to school committee members no later than two (2) weeks after the meeting.

2. Taking and recording minutes of special meetings and executive sessions if requested to do so by the chairman. These minutes, after review by the clerk, shall be mailed to the school committee no later than two (2) weeks after the meeting.

3. Duplicating and mailing any notices, agendas, minutes, or other business matters pertaining to the school committee.

4. Maintaining an up-to-date file of all school committee business which shall be available for investigation or research to all school committee members.

5. Making available any records or data on all school business including personnel, supplies, maintenance, etc. to all school committee members.

6. Carrying out any additional functions as may be prescribed from time to time by the school committee.

Policy Adopted: 11/4/69

CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND