

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

**February 25, 2015**

**12:30 P.M. Executive Session**

**Public Session Immediately Following Executive Session**

**4 Sharpe Drive, Cranston, RI**

**AGENDA**

**1. Call to Order – 12:30 p.m. – Convene to Executive Session  
pursuant to:**

**A. R.I. State Laws PL 42-46-5(a)(1) Personnel**

**1. Teacher layoffs.**

**B. PL 42-46-5(a)(2) Collective Bargaining and Litigation**

**2. Executive Session**

**3. Call to Order – Public Session**

**4. Roll Call/Quorum**

**5. Executive Session Minutes Sealed – February 25, 2015**

**6. Minutes of Previous Meeting Approved – January 20, 2015**

**7. Public Acknowledgements/Communications**

**8. Chairperson's Communications**

**9. Board Members Communications**

**10. Executive Director's Communications**

**a. Student Performance**

**b. Staffing Update**

**c. Enrollment**

**d. Budget (see attached)**

**11. Public Hearing**

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

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

**12. Consent Calendar/Consent Agenda**

**13. Action Calendar/Action Agenda**

## **RESOLUTIONS**

### **Administration**

**No. 2-1-15 – Resolved, that at the recommendation of the Executive Director, the appointment of the following board member be accepted:**

**Paula McFarland, Cranston Community Representative**

**Effective Date: February 25, 2015**

### **Personnel**

**No. 2-2-15 - Resolved, Whereas, the expiration of the teacher's limited employment contract effective at the end of the 2014-2015 school**

**year, and**

**Whereas, there is uncertainty of sufficient Federal, State and local funding for general and categorical programs for the 2015-2016 school year, program reductions, and/or reorganization, consolidation of classes, realignment and/or reorganization of staff, and elimination of positions to meet student needs and/or to more efficiently and effectively use the school system's resources, and**

**Whereas, the teacher was hired for a one-year position to fill the position of a teacher who is on leave of absence, and it is anticipated that the teacher will be returning from leave, and**

**Whereas, positions occupied by retirees must be posted each year, and**

**Whereas, certain positions became available after the teacher assignment process on August 1, 2014 and as a result, other teachers may elect to occupy these positions under Article XVI C of the Collective Bargaining Agreement, and**

**Whereas, certain teachers may be terminated based upon their performance, and**

**Whereas, because of these concerns, and in accordance with Title 16 of the General Laws of the State of Rhode Island, the Executive**

**Director has recommended that the employment of certain teachers be terminated at the end of the 2014-2015 school year.**

**Whereas, the Executive Director has sent prior notice to said teachers informing them of the specific reasons for their termination.**

**Be it RESOLVED that said teachers be terminated at the close of the school year under provisions of Title 16 of the General Laws of the State of Rhode Island, and**

**Be it further RESOLVED that the Executive Director notify those teachers of the School Committee's action to terminate their employment.**

## **Business**

**No. 2-3-15- Resolved, that at the recommendation of the Executive Director the FISCAL MANAGEMENT PROCEDURES AND PROTOCOLS between the NEL/CPS Construction and Career Academy and the Cranston Public Schools District be accepted. (See attached).**

**&#8195;**

**No. 2-4-15 - At the recommendation of the Executive Director that the Board of Directors accept the preliminary proposed budget for the school year beginning July 1, 2015, (see attached).**

**14. Public Hearings on Non-Agenda Items**

**15. Announcement of Future Meeting – March 17, 2015.**

**16. Adjournment**

**Board 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 main office of Cranston Public Schools at 270-8170 seventy-two hours in advance of the meeting date.**

**Any changes to the agenda pursuant to RIGL 42-46-6 (e) will be posted on the school district's website at [www.nelcpscca.wix.com/nelcpscca](http://www.nelcpscca.wix.com/nelcpscca), Cranston Public Schools' administration building, 845 Park Avenue, Cranston, RI; and NEL/CPS Construction and Career Academy, 4 Sharpe Drive, 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: - 02/17/15 = Secretary of State Website - Cranston Public Schools, 845 Park Avenue, Cranston, RI -NEL/CPS**

**Construction and Career Academy, 4 Sharpe Drive, Cranston, RI -  
NEL/CPS Webpage  
&#8195;**

## **FISCAL MANAGEMENT PROCEDURES AND PROTOCOLS**

### **Daily/Weekly:**

- Review accounts assigned to budget by accessing MUNIS, password controlled accounting package. Review additional accounts assigned to school grants as a means on monitoring grant monies and timelines.**
- Prepare requisitions for new invoices generated or incoming invoices (purchased services, office supplies, classroom materials, capital improvements, technology upgrades, and transportation).**
- Requisitions will be approved by Executive Director, or in his/her absence Assistant Principal or Chairperson of Board of Directors, with a second signature from the Financial Development Officer.**
- Requisitions will be sent to the district Grant Fiscal Manager, to enter into MUNIS, the general ledger accounting package, which is password controlled. Once entered, the system will print a 4-part Purchase Order (PO) and distribute the purchase order to the Vendor, School, and Accounts Payable.**
- The school secretary is responsible for counting and receiving**

**goods, obtaining two signatures from any combination of the following: Executive Director, Assistant Principal, Financial Development Officer or Secretary on the PO and sending the PO copy back to Accounts Payable for payment. PO's are logged in manually on pre-numbered sheets; numbering is generated by MUNIS.**

- **Invoices are posted to the general ledger and when ready for payment an Accounts Payable warrant is prepared for signature of Vice Chairperson or Chairperson of the Board of Directors, typically on the 15th and 30th of each month.**

- **Verify weekly timecards completed by employees for hourly work, substitutes, professional development, Title II grant work, and stipend hours. Executive Director or Assistant Principal will also verify information and provide appropriate account number.**

- **Administrative signature by the Executive Director or Assistant Principal is required for all time cards. Copies are kept at school and original timecard is sent interoffice to district Payroll Supervisor on Friday mornings.**

- **Payroll is calculated on a bi-weekly basis for the entire district and most pays are direct deposited. Salaried employees do not require timecards and are paid thru the previous Friday. Hourly employees such as custodians use a (punched) timesheet and are paid one week behind.**

- **For teachers and union employees, step changes are confirmed with HR as of July 1. Non-union employees require Executive Director approval and paperwork is submitted to Human Resources to go through employee hiring process.**

## **MONTHLY**

- **Ensure timely posting of end-of-month state aid revenue via RIPAY. State aid electronically posted to the NEL/CPS C&CA account. Fiscal Development Officer for the school monitors timely transfer of funding.**
- **Verify statewide transportation enrollments using RIDE's spreadsheet against our student enrollment. Notify RIDE of any changes and compare to district invoice for accuracy upon receipt.**
- **Maintain student activity checking account via Quicken, prepare checks requiring two signatures obtained from any combination of the following: Executive Director, Assistant Principal, Financial Development Officer or School Social Worker, prepare deposits, and reconcile against month end bank statement. This information is shared with the district in-house auditor each year.**
- **Executive Director and Fiscal Development Officer prepare monthly Year-to-Date Budget Report for Board of Director's meeting based on MUNIS reporting.**

## **QUARTERLY**

- **Verify total school enrollments in Aspen against Excel spreadsheet by student name, address, and admit/demit date then calculate appropriate quarterly tuition amount. Submit to district business**

**office whereby tuition billing is generated and mailed. Receipts are maintained on a spreadsheet, incoming checks are deposited into the school account. Posting in MUNIS is completed by district Business Office with oversight by the Fiscal Development Officer.**

- Provide follow-up calls to those districts past 30 days due date as outlined per RIDE; issue warning letter if deemed appropriate.**
- Prepare Quarterly Fiscal Report using quarterly year to date budget and submit to Office of Municipal Affairs.**

### **Annually**

- Finalize outstanding accounts receivable/accounts payable and seek collection efforts**
- Executive Director and Fiscal Development Officer will prepare year-end budget report for Board of Directors and seek Board approval of proposed new fiscal year budget based on contractual obligations, enrollment numbers, annual order costs, and overhead projections.**
- The Executive Director develops and discusses the staffing plan in the third quarter with District Central Administration in anticipation of budgetary needs for upcoming fiscal year.**
- Executive Director and Financial Development Officer propose budget adjustments prior to year-end report during third quarter to include line item transfers.**

**NEL/CPS CONSTRUCTION & CAREER ACADEMY**

**PROPOSED OPERATING BUDGET 2015 - 2016**

	ACTUAL	ACTUAL	CURRENT	PROPOSED	\$	%
REVENUE	2012-2013	2013-2014	2014-2015	2015-2016		VARIANCE
VARIANCE						
STATE AID	1,255,888	1,230,541	1,194,388	1,194,388	0	0.00%
CRANSTON			CITY			AID
	623,426	621,516	669,395	724,673	55,278	8.26%
OD		REGULAR				EDUCATION
	579,210	576,602	690,640	691,200	560	0.08%
OD SPECIAL EDUCATION		115,114	0	0	0	0.00%
ADULT ED REVENUE	164,399	0	0	0	0	0.00%
CREDIT RECOVERY	0	21,110	16,000	0	-16,000	-100.00%
CONTRIBUTION RESERVE/OPEB	0	23,713	0	0	0	0.00%
REIMBURSED EXPENSES	138,836	45,126	0	0	0	0.00%
TOTAL						
REVENUES	2,876,873	2,518,608	2,570,423	2,610,261	39,838	1.55%

	ACTUAL	ACTUAL	CURRENT	PROPOSED	\$	%
EXPENDITURES	2012-2013	2013-2014	2014-2015	2015-2016		VARIANCE
EXECUTIVE DIRECTOR	101,000	103,020	103,020	103,020	0	0.00%
ASSISTANT PRINCIPAL	75,644	87,411	87,411	87,411	0	0.00%
RECR/ASST TO EXEC DIR	40,000	35,000	0	0	0	0.00%

PROGRAM COORDINATOR	0	0	0	0	0.00%		
FISCAL MANAGER	60,000	70,000	70,000	70,000	0	0.00%	
JOB							PLACEMENT
SPECIALIST	73,710	73,710	73,710	75,378	1.0	1,668	2.26%
READING	0	0	0	0	0	0.00%	
SCIENCE	110,473	94,207	108,522	116,720	2.0	8,198	7.55%
MATH	183,718	192,141	144,650	163,702	3.0	19,052	13.17%
SOC STUDIES	130,554	136,789	146,190	152,001	2.0	5,811	3.97%
NURSE	0	0	0	0	0.4	0	0.00%
ENGLISH	138,089	164,305	176,300	186,046	3.0	9,746	5.53%
ART	41,650	44,358	59,642	64,147	1.0	4,505	7.55%
PHYSICAL							
EDUCATION	99,304	61,756	64,906	71,106	1.4	6,200	9.55%
GUIDANCE/SCHEDULING	0	0	0	0	0	0.00%	
TECHNOLOGY	75,698	75,698	78,543	79,243	1.0	700	0.89%
REIMBURSED TRANS/GUID	83,369	64,741	0	0	0	0.00%	
INSTRUCTORS AM/PM	25,575	5,520	7,200	0	-7,200	-100.00%	
PORTFOLIO							PREP
	26,250	21,870	8,800	0	-8,800	-100.00%	COORDINATOR
PROGRAM COORDINATOR	0	0	0	0	0	0.00%	
JOB PLACEMENT SPECIALIST	0	0	0	0	0	0.00%	
SCHOOL PARENT LIAISON	0	0	0	0	0	0.00%	
VIRTUAL LEARNING FACILITATOR	0	0	0	0	0	0.00%	
IAES	0	0	0	0	0	0.00%	
TEACHER							
SUBSTITUTES	15,964	15,317	18,000	17,000	-1,000	-5.56%	

**CHARTER**

**INSTRUCTORS 235,135 241,150 248,347 255,797 7,450 3.00%**

**TRANSFORMATION SERVICES 53,750 53,750 53,750 0 0.00%**

**SECRETARY 39,067 35,442 37,204 38,181 977 2.63%**

**CLERICAL SUPPORT 0 9,665 13,300 13,300 0 0.00%**

**CUSTODIANS 25,744 34,007 37,671 38,426 755 2.00%**

**BENEFITS/PAYROLL**

**TAXES 382,347 416,603 477,460 484,026 6,566 1.38%**

**RETIREE HEALTH BENEFITS 0 0 3,000 3,000 0 0.00%**

**EMPLOYEE ASSISTANCE PROGRAM 160 160 160 160 0 0.00%**

**RENT 219,454 218,654 218,734 218,734 0 0.00%**

**PURCHASED SERVICES -**

**UBIO 22,685 25,381 27,250 27,250 0 0.00%**

**PURCHASED SERVICES 21,120 41,909 55,100 55,000 -100 -0.18%**

**FIELD TRIPS 704 3,134 3,300 3,300 0 0.00%**

**VIRTUAL LEARNING 4,000 0 0 0 0 0.00%**

**UTILITIES: ELECTRICITY 33,394 32,363 33,750 35,654 1,904 5.64%**

**HEAT 15,935 15,531 14,025 15,500 1,475 10.52%**

**TELEPHONE 4,279 1,175 2,125 4,125 2,000 94.12%**

**PROP & SEWER TAXES 61,511 57,566 57,691 62,625 4,934 8.55%**

**INS: PROPERTY 3,600 4,800 4,800 5,300 500 10.42%**

**E & O 5,050 5,530 6,000 6,500 500 8.33%**

**WORKERS**

**COMPENSATION 7,500 8,000 8,000 8,500 500 6.25%**

**UNEMPLOY**

**COMPENSATION 6,792 0 14,000 10,000 -4,000 -28.57%**

LEGAL	15,054	3,698	8,000	8,000	0	0.00%
ANNUAL AUDIT	10,000	10,300	10,300	11,000	700	6.80%
SPECIAL ED SERV REIMBURSEMENT	115,114	0	0	0	0	0.00%
REPAIRS & MAINTENANCE	0	2,733	3,320	3,500	180	5.42%
EQUIPMENT MAINTENANCE	657	930	1,200	1,200	0	0.00%
SNOW REMOVAL	530	1,295	2,000	2,000	0	0.00%
FEES						
(INTERSCHOLASTIC)	1,585	2,559	2,800	2,800	0	0.00%
SPECIAL PROGRAMS	21,721	3,961	9,250	9,250	0	0.00%
STUDENT ACTIVITY STIPENDS	15,400	8,508	5,600	5,600	0	0.00%
PROFESSIONAL						
DEVELOPMENT	4,011	2,186	5,500	4,500	-1,000	-18.18%
CLASSROOM SUPPLIES	3,000	6,573	6,950	8,500	1,550	22.30%
LIBRARY ADOPTION (Arlington Elem)	0	0	0	0	0	0.00%
P.E. SUPPLIES	0	0	0	0	0	0.00%
ADULT ED SUPPLIES & GED Testing	16,612	0	0	0	0	0.00%
CHARTER OFFICE SUPPLIES	8,478	4,863	8,500	8,000	-500	-5.88%
CUSTODIAL SUPPLIES	723	581	1,000	900	-100	-10.00%
CAPITAL OUTLAY	22,518	10,950	34,442	11,109	-23,333	-67.75%
WEBSITE UPGRADES	100	0	0	0	0	0.00%
CLASSROOM IMPROVEMENTS	10,560	8,808	9,000	9,000	0	0.00%
ASSET INVENTORY PROTECTION	0	0	0	0	0	0.00%
CONTRIBUTION TO RESERVE	0	0	0	0	0	0.00%
TOTAL						
EXPENDITURES	2,615,538	2,518,608	2,570,423	2,610,261	39,838	1.55%

**BUDGET VARIANCE 261,335 0 0 0 0**