

Approved

# **The Compass School**

## **October 13, 2015 Meeting of the School Council Minutes**

**Meeting Location:** The Compass School, 537 Old North Road, Kingston,  
RI 02881

**Date and Time of Meeting:** October 13, 2015 6:00 p.m.

**Members Present:** Susannah Strong (SS), Heidi Vazquez (HV), Marisa  
Gallagher (MG), Fritz Lanz, (FL), Rachel Axelson (RA),  
Nicole Gardner (NG) Polly Cuddy (PC)

**Others Present:** Brandee Lapiskey (BL), Sean Hevenor (SH), Amy  
Henderson (AH), Hilary Downes-Fortune Tim Groves  
(TG), Mary Walsh (MW)

**Members Absent:** Paul Boisvert (PB)

**Presiding Officer:** SS

1. **Call to Order:** Susannah Strong, Council President, calls the meeting to order at 6:00 PM.
2. **Roll Call**
3. **Vote to adopt Consent Agenda format for meetings**

*HV motions to adopt the consent agenda.*

*RA seconds.*

*Discussion: none.*

*Vote to adopt the agenda.*

*In favor: 7    Opposed: 0    Abstain: 0*

*Motion passes.*

4. **Adoption of Consent Agenda**

- a. **Discussion/vote to approve Consent Agenda (including agenda of this meeting)**

*RA motions to adopt the consent agenda.*

*FL seconds.*

*Discussion: none.*

*Vote to adopt the agenda.*

*In favor: 7    Opposed: 0    Abstain: 0*

*Motion passes.*

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## **5. Approval of Minutes**

### **a. Discussion/vote to approve minutes from Tuesday, September 8, 2015 meetings**

*NG motions to approve the minutes for September 8, 2015 at 6:00 pm.*

*RA seconds.*

*Discussion: none.*

*Vote to approve the minutes for September 8, 2015 at 6:00 pm.*

*In favor: 7    Opposed: 0    Abstain: 0*

*Motion passes.*

*RA motions to approve the minutes for September 8, 2015 at 7:00 pm*

*FL seconds.*

*Discussion: none.*

*Vote to approve the minutes for September 9, 2015 at 7:00 pm*

*In favor: 7    Opposed: 0    Abstain: 0*

*Motion passes.*

## **6. Strategic Plan**

### **a. Discussion and updates on Decision and Delivery Agendas**

*Brandee updated the pacing chart. Hilary and Brandee updated council on charter renewal. Site visit will be in April. Brandee has weekly communications with staff and parents that connects back to the website. Modular is off schedule just by 2 weeks. Will be ready by the end of November. We will wait to hear from Highlander about a FUSE Fellow and Learning Committee before going further with Blended Learning. Brandee will champion loyalty survey. First survey will be sent out before Vision event.*

### **7. Program: Tim Groves from RI League of Charter School came in to give update on legislation that might impact funding formula. (20 min)**

*In the last legislative session, there were amendments to bills regarding approving new charter schools and expansion of existing charter schools. Concerns have also been raised by sending districts about funding inequities. A working committee was suggested to work on the funding formula. The league has been proactively preparing for a start of a working committee and the next legislative session that starts in January.*

*Tim Groves also shared his vision for the RILCS:*

*-Continue Advocacy*

*-Providing additional values and services for charter schools such as: shared expenses, group purchases, PD, health insurance, SpEd collaboration, Technology and Blended Learning, development, council and board training, charter renewal process.*

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## **8. Director's Report**

### **b. Discussion/vote to accept Director's Report**

*HV motions to accept the Director's Report.*

*RA seconds.*

*Discussion: none.*

*Vote to accept the Director's Report.*

*In favor: 7    Opposed: 0    Abstain: 0*

*Motion passes.*

## **9. Vote to endorse Art Curriculum Map**

*FL motions to endorse Art Curriculum Map.*

*MR seconds.*

*Discussion: none.*

*Vote to endorse Art Curriculum Map.*

*In favor: 7    Opposed: 0    Abstain: 0*

*Motion passes.*

## **10. Discussion Site Committee**

*Capital Campaign money was voted upon and approved to replace/ repair the main building doors. No bids came in. Site committee is looking for new bids. Compass needs to arrange a few services for new modular installation such as a survey, plumbing, electrical, and septic. Brandee will work with Sean and the Site Committee to arrange this work.*

## **11. Discussion/ vote to approve Policy Updates:**

### **a. New RIDE Mandated Naloxone Policy**

*RA motions to approve Naloxone Policy.*

*NG seconds.*

*Discussion: none.*

*Vote to approve Naloxone Policy.*

*In favor: 7    Opposed: 0    Abstain: 0*

*Motion passess.*

### **b. Revised Leave Policy**

*RA motions to approve the revised Leave Policy with acknowledgement that further considerations of the policy will be discussed at the next Policy meeting.*

*FL seconds.*

*Discussion: Increasing bereavement days is consistent with NK and SK districts. Policy allows director to make case-by-case decisions based on employee and school needs.*

*Vote to approve Leave Policy with acknowledgement that further considerations of the policy will be discussed at the next Policy meeting.*

*In favor: 7    Opposed: 0    Abstain: 0*

*Motion passes.*

## **12. Discussion/vote to consider request by Kathleen Schafer for employees to contribute P.T.O. or P.L.P. days towards an extension of her Bereavement Leave**

*HV motions to approve Kathleen Schafer's request to have up to 35 days contributed by employees from their PTO or PLP pool towards an extension of Bereavement Leave or PTO days for this year at this time upon further consideration at the next council meeting.*

Approved

*SS seconds.*

*Discussion: Staff members are willing to contribute 35 days to Kathleen Schafer. The budget reflects enough money for all PTO and PLP days for all employees. This also leaves enough remaining days in case of another crisis in the community.*

*Vote to approve Kathleen Schafer's request to have up to 35 days contributed by employees from their PTO or PLP pool towards an extension of Bereavement Leave or PTO days for this year at this time upon further consideration at the next council meeting.*

*In favor: 7 Opposed: 0 Abstain: 0*

*Motion passes.*

**13. Vote to endorse director's revisions to the The Compass School's Student/ Parent Handbook**

*RA motions.*

*FL seconds.*

*Discussion: Brandee added new policies approved last year and updated school information. It will be posted on the website. Minor changes will be made by staff in preparation for charter renewal.*

*Vote to endorse revisions to The Compass School Student/ Parent Handbook.*

*In favor: 7 Opposed: 0 Abstain: 0*

*Motion passes.*

**14. Discussion/review/vote on the The Compass School's Safety Plan following state law (RIGL §16-21-25), each city, town, or regional department safety plan and all school emergency-response plans must be reviewed on an annual basis by the school committee and updated annually**

*RA motions to send Compass Crisis plan to the Health, Safety, and Wellness Committee for considerations and revisions.*

*MR seconds.*

*Discussion: none.*

*Vote to approve.*

*In favor: 7 Opposed: 0 Abstain: 0*

*Motion passes.*

**15. Discussion/vote on new reviewer for Director Review**

*RA Motions approve Joe Bataglia to perform RIDE Director Review for \$1,000.*

*NG seconds.*

*Discussion: none.*

*Vote to approve Joe Bataglia to perform RIDE Director Review for \$1,000.*

*In favor: 7 Opposed: 0 Abstain: 0*

*Motion passes.*

**16. Appoint Elisa Lucia Council Advisor**

*Tabled until Elisa Lucia can be in attendance.*

Approved

## **17. Elect Council Co-chairs for the following Committees**

### **c. Site Committee**

*HV motions to elect Rachel to be site committee co-chair.*

*SS seconds.*

*Discussion: none.*

*Vote to elect Rachel to be site committee co-chair.*

*In favor: 7    Opposed: 0    Abstain: 1*

*Motion passes.*

### **d. Development Committee**

*HV motions to elect Susannah Strong to be a development co-chair.*

*NG seconds.*

*Discussion: none.*

*Vote to elect Susannah to be development co-chair.*

*In favor: 7    Opposed: 0    Abstain: 1*

*Motion passes.*

## **18. Public Comment**

*None.*

## **19. SS Adjourns the meeting 8:40 pm**

The public is welcome to any meeting of the School Council or its subcommittees. If communication assistance (readers/interpreters/captions) or any other accommodations are needed to ensure equal participation, please contact Julie Wynsen at (401) 788-8322 at least two (2) business days prior to the meeting.

Any changes in the agenda will be posted on The Compass School's website and place of business, and will be electronically filed with the secretary of state at least forty-eight (48) hours in advance of the meeting.

### **Treasurer Report**

**October 17, 2015**

Met with the account on 10/7/15 to review financial through September 2015: reviewed reconciled bank statements, current assets, fixed assets remain static. Upcoming treasure meetings will take place the third week of the month to allow for reconciliation and through review of statements and documents from the previous month, therefore the treasurer's report will be one month in arrears.

### **Physical Environment Committee (Site)**

**Wednesday, 9/30/2015 at 3:30**

## Approved

We discussed the new modular installation site prep. Our committee needs more information from the council on the progress of the security doors and whether they have been budgeted for and if we have any bids on file. We further discussed new classroom construction and next steps with Bensonwood. Lastly, Diane brought up a possible leak in the upstairs conference room, which Shane graciously agreed to look into.

Next meeting has been scheduled for 11/3/2015 at 3:30pm.

## Policy Committee Report

### Monday, October 5, 2015 at 3:30

1. Heidi Vazquez called the meeting to order at 3:37
2. Roll Call- Brandee Lapinsky (Director), Dina Mandeville, Colleen Russell, Mary-Ann Gormly, Rachel Axelson, Diane Barzaghi, Heidi Vazquez
3. Discussed and voted to submit revisions to Admissions Policy to Council  
6 in favor            0 opposed            0 abstained
4. Discussed and voted to submit RIDE mandated Naloxone Policy to Council  
6 in favor            0 opposed            0 abstained
5. Members have reviewed and commented on director revisions and voted to submit the Student/ Parent Handbook to Council for endorsement.  
6 in favor            0 opposed            0 abstained
6. Discussed and voted to submit revisions to Leave Policy to Council
7. Next month's meeting is TBD
8. Adjourned at 4:45 pm

## Compass School Director's Report

Provided by: Brandee Lapinsky, M.Ed.

Submitted on: 10/7/15

Council meeting date: 10/13/15

## Enrollment

The enrollment tallies below are updated as of 10/6/15.

Step Levels	Grade	Enrollment (Actual by grade)	Enrollment (Actual by step)
Explorers	K	17	34
	1	17	
Adventurers	2	19	19
Discoverers	3	19	38
	4	19	
Investigators	5	18	38
	6	20	
Navigators	7	17	35

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	8	18	
Total Enrollment	K-8	164	164

Action taken on Council requests

- *Art Curriculum Map*: The Compass School Art Program was a topic that emerged during the Director transition and through Council topics. The first priority was to work with Mark Robidoux in the development of a curriculum map for each step.
  - Mark and I have met six times since the beginning of the school year (9/10/15, 9/11/15, 9/18/15, 9/25/15, 9/28/15 and 10/2/15) to discuss the program's needs and to support the development of a curriculum map.
  - The maps that we present today have included two rounds of feedback from staff.
  - Please note that the maps we submit today will be improved upon throughout the year with the intent of submitting a revised map in September of 2016. The goal in the next revision is to include more detail and a 2-year rotation per step.
  - The maps are listed below by step:
    - [Explorer](#)
    - [Adventurer](#)
    - [Discoverer](#)
    - [Investigator](#)
    - [Navigator](#)
  
- *Health Care Transition*
  - The Compass transition to HealthSource RI took place on 10/1/15.
  - During the process, there was an option for Compass to front-load staff member's \$2000 HRA plans or to have the employee contribution cover the deductible costs first. Given that the 2015-16 budget did allot for front-loading the HRA plans, I opted to do this. In the future, this could be a cost-saving measure if needed.
  
- *Revised Student-Parent Handbook*: I have updated the student-parent handbook and submit it to the Council for your endorsement. To view the handbook, [click here](#).

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- *Annual Report Submission:* I submitted the Compass School Annual Report on 9/14/15 (prior to the September 30, 2015 deadline). To view the submission, [click here](#).
  
- *Charter Renewal:*
  - I hosted 3 visitors from the RIDE charter renewal office on 9/16. They were impressed by how proactive the Compass team has been through this process.
  - We learned that the Compass Charter Renewal site visit will not happen until April 2016. This is later than originally anticipated.
  - A revision to the Charter School Authorization Framework may happen this year. RIDE authorizers report that it has been a challenge to evaluate school's application for renewal through a fair process in the current framework. We expect to receive notice about these changes this fall. The framework change may impact how Compass will be evaluated in this year's renewal rotation.
  
- *New Commissioner Ken Wagner:* I appreciated the opportunity to meet our new Commissioner this week. My first impressions of him is that he is a thoughtful listener who doesn't dominate the center of attention. He was pretty quiet and preferred to hear from the Directors rather than to talk for a long time himself. He reported that he is a proponent of school choice, not just charter schools, but choice in general. Another important note was his emphasis on the importance of school culture and relationships.

#### Other Initiatives

- *Wireless Upgrade Initiative*
  - We are working with Envision, our provider to complete the wireless upgrade the began this summer.
  - During the process, I reached out to RIDE about protocols for the project. In doing so, I learned that there is work to be done in order to meet RIDE benchmarks. RIDE appreciated my outreach and we met in person on 10/1.
  - I will be submitting a series of documents in early October that will be reviewed by the Commissioner. With his approval, Envision will be able to commence with Phase 2 of the project (wireless connection to the current modular classroom).
  - Note that the future modular was not included in the initial Wireless Grant. Brandee will initiate a Change Order Request to include the new modular wireless technology needs. RIDE anticipates that this request will be approved in this grant cycle.
  - Compass will receive 100% reimbursement from RIDE for funds committed to this project.
  
- *Compass Vision Dinner*
  - The date is set for November 6, 2015.
  - Perry and Charley Kellogg have generously offered to host the Compass Vision Dinner at their family's Watch Hill summer home.



## **<sup>1</sup>The Compass School Naloxone Policy**

### **I. PURPOSE**

The purpose of this policy is to establish guidelines and procedures governing the utilizations of Naloxone administered by members of the The Compass School.

### **II. POLICY**

Per RIGL §16-21-35 (2015-S 0154A, 2015-H 5047A), it is the policy of The Compass School that all public middle schools, junior high schools, and high schools, shall provide and maintain on-site in each school facility opioid antagonists. To treat a case of suspected opioid overdose in a school setting, any trained nurse-teacher may administer an opioid antagonist, during an emergency, to any student or staff suspected of having an opioid-related drug overdose whether or not there is a previous history of opioid abuse.

No school nurse-teacher shall be liable for civil damages which may result from acts of omissions relating to the use of the opioid antagonist which may constitute ordinary negligence; nor shall the school personnel be subject to criminal prosecution which may result from acts or omissions in the good faith administration of an opioid antagonist. This immunity does not apply to acts or omissions constituting gross negligence or willful or wanton conduct. No school nurse-teacher shall be subject to penalty or disciplinary action for refusing to be trained in the administration of an opioid antagonist.

### **III. TRAINING**

- a. School nurse teachers shall be trained in the use of naloxone by the Rhode Island Department of Health (RI DOH), the Medical Reserve Corp (MRC); or a designee. School departments are encouraged to send other staff to be trained, including coaches, guidance counselors, custodians, teachers, etc.

### **IV. PROCUREMENT OF NALOXONE**

- a. The superintendent, principal, certified school nurse teacher, or designee will be responsible for the procurement of naloxone. The school physician shall prepare standing orders.
- b. The Rhode Island Department of Health (RI DOH) recommends that schools provide intranasal naloxone. At minimum, each school should have the following supplies:

<b>ITEM</b>	<b>MANUFACTURER</b>	<b>QUANTITY</b>
Naloxone (2mg/2mL Leur-Jet leur-lock pre-filled syringe)	Amphastar	2
MAD nasal atomizer	Teleflex	2
Nitrile gloves, pair	Various	1
Mask/barrier device	Various	1
Step by step instructions	Various	1

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<sup>1</sup> The Compass School Council- Pending October 13, 2015

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## **V. STORAGE**

- a. Naloxone will be clearly marked and stored in an accessible place at the discretion of the school nurse teacher. The school nurse teacher will ensure that all other relevant staff are aware of the naloxone storage location.
- b. Naloxone will be stored in accordance with manufacturer's instructions to avoid extreme cold, heat, and direct sunlight.
- c. Inspection of the naloxone shall be conducted regularly.
  - Check the expiration date found on either box or vial;
  - Check condition of mucosal atomization devices (considered sterile for approximately 4-5 years).

## **VI. USE OF NALOXONE**

In case of a suspected opioid overdose, school nurse teachers or other trained staff shall follow the protocols outlined in the naloxone training and the instructions in the naloxone kit:

- Call 911
- Administer rescue breathing
- Prepare and administer naloxone
- Alert the school crisis response team
- Continue rescue breathing
- Give another dose of naloxone in 3 minutes if no response or minimal breathing or responsiveness
- Naloxone wears off in 30-90 minutes, which necessitates definitive medical care
- Comfort them; withdrawal can be unpleasant
- Encourage survivors to seek treatment

## **VII. FOLLOW-UP**

- a. After administration of naloxone, the school nurse teacher, or other staff, will follow The Compass School reporting protocols.
- b. The school nurse teacher or other staff will:
  - Ensure that the overdose victim was transported to the emergency department
  - Notify appropriate student services
  - Provide substance abuse prevention resources to the overdose victim and family, as appropriate

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**The Compass School (“Compass”) strives to create a socially responsible Leave Policy that addresses both staff and school needs for advance planning.**

Personal Time Off (P.T.O) for sick and personal leave for full-time academic year employees (“employee”) shall be ten (10) days paid leave per school year. Part-time employees (“employee”) shall also receive P.T.O. The exact number of eligible hours shall be determined on a prorated basis. 12- month employees P.T.O. days will be considered upon salary negotiation.

Employees who know in advance that they will be using P.T.O shall submit a written request to the Director 48 hours prior to their requested first day of leave. Employees are responsible to finding substitute coverage.

Employees shall be notified within one business days of their written request if their request has been granted or denied.

P.T.O. should not be taken adjacent to a legal holiday, break, or vacation during the school year. Exceptions require prior written approval.

Unapproved P.T.O. taken adjacent to a school break, legal holiday, or vacation may result in loss of wages for the day(s) missed.

All P.T.O. for a given school year is available as of the first day of the school year. If an employee separates from his or her employment with Compass prior to end of the school year, he/she will be paid for unused P.T.O. on a prorated basis. P.T.O for that year shall be prorated: one P.T.O day earned per 15 contracted days for full-time academic year employees and the pro-rata equivalent for part-time employees. Any used but unearned P.T.O. must be paid back to Compass. Except as otherwise provided below, any leave taken in excess of an employee’s allotted P.T.O. will not be paid.

#### **Documentation of Sick Leave**

Employees who are out use P.T.O. due to illness or injury for five (5) or more consecutive days must provide a note from a licensed health care provider to the Director confirming the illness or injury of the employee or family member prevents the employee from working. This note is required upon return to work.

#### **Personal Leave Pool**

At the end of the school year, returning employees may roll over all unused P.T.O. days (no partial days) into a Personal Leave Pool (P.L.P.) for subsequent school years with a maximum of 10 days in their P.L.P. An employee may therefore have 10 P.T.O. days and 10 P.L.P. days for a maximum of 20 days of leave in any given school year.

#### **Donating Leave Days**

**In times of family or medical crisis, employees can donate P.T.O. or P.L.P to other employees.**

#### **In order to use days given to them by fellow employees, an employee:**

- Must have no (zero) days remaining of P.T.O. or P.L.P
- Shall make a written request to the council.
- If the crisis is due to illness or injury, must provide a note from a licensed healthcare provider that the employee, or someone for whom the employee is a care provider, has a major medical condition, is injured, or needs non-elective surgery to the Director.

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- If the request is approved by Council, an anonymous request will be made to all employees. The employees will then decide if they would like to donate any of their P.T.O or P.L.P. days to meet the days needed to fulfill the request.

### **Sabbatical or Leave to Pursue Advanced Degree**

Employees granted permission by the Council for planning an extended leave will make efforts to have their exit and return dates coincide with the beginning of a new semester, when possible. Compass may agree to hold the employee's position until the beginning of the following school year. Exceptions may be made for a longer leave with approval of the Council. Sabbaticals (this may include, but is not limited to, Peace Corps, AmeriCorps or other personal planned activities) and leaves for Higher Education purposes shall require approval of the Council at least 30 days in advance. A proposal for planned activities during the leave as well as an explanation of how the knowledge and experience gained will benefit both the employee and the Compass Community must be submitted at least one semester in advance of the requested Leave.

### **Military Leave**

Compass shall agree to hold an employee's position for the duration of an official U.S. Military Leave.

### **Jury Duty**

Compass shall agree to hold an employee's position for the duration of any U.S. State or Federal Jury Duty. In addition, Compass shall agree to pay the salary of the employee at their current rate of pay, minus any daily stipend.

### **Bereavement**

Employees shall be granted up to seven (7) days Bereavement Leave days paid at their current rate of pay upon the death of a spouse, significant other, child, stepchild, former guardian, or parent. Significant other is defined as a person with whom the employee's life is interdependent and with whom the employee maintains a committed relationship and with whom the employee shares a mutual residence. Employees shall be granted up to three (3) days paid at their current rate of pay upon the death of other family members. Family is defined to include grandparent, brother, sister, son-in-law, daughter-in-law, parent-in-law, grandson, granddaughter. Under exceptional circumstances an employee may be granted, with approval of the Director, use of this leave on non-consecutive days and/or for the death of a person not specified in the definition of family.

### **Family and Medical Leave**

It is the policy of the Compass School to comply with all applicable laws and regulations concerning family and medical leave. To the extent that any portion of this policy may be inconsistent with applicable laws and regulations, the other provisions shall remain in full force and effect. Consistent with Chapter 28-48 of the Rhode Island General Laws and the Code of Federal Regulations of the U.S. Department of Labor, the following defines the Family Medical Leave Act Policy for The Compass School:

- (a) Entitlement to Leave. Every employee who has worked at least 1,250 hours at the Compass School during the previous ten (10) consecutive months shall be entitled, upon advance notice, to twelve (12) workweeks of leave in any twelve (12) month period. Such leave may be taken intermittently if medically necessary. Employees shall give to the Director or his/her designee at least thirty (30) days notice of the intended dates upon which leave shall commence and terminate, unless prevented by unforeseeable circumstances, in which case notice shall be given as soon as is practicable. Upon the expiration of leave, the employee shall

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be restored to his or her position, or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. The taking of leave under this policy shall not result in the loss of any employment benefit accrued prior to the date on which the leave commenced.

(b) Eligibility for Leave. Employees shall be entitled to leave under this section due to the employee's own serious health condition, the serious health condition of an employee's family member (including the employee's parent, spouse, child, mother-in-law, or father-in-law), the birth of an employee's child, the placement of a child with the employee for adoption or foster care, or because of a qualifying exigency arising out of the fact that the spouse, parent, or child of the employee is on covered active duty in the Armed Forces. (Employees qualifying for service member leave shall be entitled to twenty-six (26) workweeks of leave during that employee's contract year.

(c) Medical Certification Required. Upon request, such employee shall provide the Director with written certification from a physician caring for the person who is the reason for such employee's leave, which certification shall include the probable duration of such employee's leave. The Compass School may require the employee to obtain a second or third medical opinion if necessary. Compass may also require periodic medical recertification.

(d) Periodic Reporting. During any leave taken pursuant to this section, the Compass School may require the employee to provide periodic reports on the status and intention of the employee to return to work.

(e) Maintenance of Health Benefits. During any leave taken pursuant to this section, the Compass School shall maintain any existing health benefits for such employee in force for the duration of such leave as if such employee had continued in employment continuously from the date he or she commenced such leave until the date he or she returns to employment pursuant hereto, provided that the employee must continue to make required contributions toward his/her health benefits during the period of leave.

(f) Substitution of Paid Leave. Employees may substitute P.T.O. P.L.P., for leave under this section, which leaves shall run concurrently with leave under this policy. Any remaining leave under this policy shall consist of unpaid leave.

(g) Interaction with Other Leave. Any leave taken pursuant to state or federal laws or regulations, including but not limited to Temporary Caregivers Insurance, shall also run concurrently with leave under this policy.

(h) Instructional Employees. Instructional employees seeking leave within five weeks of the end of a term may be required to continue such leave through the end of the term. In addition, instructional employees seeking leave on an intermittent basis may be transferred to an alternative available position that may better accommodate intermittent leave. Please see the Director or his/her designee for additional information.

(a) Every employee is entitled, upon thirty (30) days advance notice to the Director or his/her designee to thirteen (13) consecutive weeks of parental leave or family leave in any two (2) calendar years. The employee shall give at least thirty (30) days notice of the intended date upon which parental leave or family leave shall commence and terminate, unless prevented by medical emergency from giving the notice. Parental or family leave is for any one or more of the following reasons:

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- (1) The birth of the employee's son or daughter, and to care for the newborn child;
- (2) The placement with the employee of a son or daughter for adoption or foster care, and to care for the newly placed child;
- (3) To care for the employee's spouse, son, daughter, or parent with a serious health condition; and,
- (4) Because of a serious health condition that makes the employee unable to perform one or more of the essential functions of his or her job.

(b) Parental leave or family leave granted pursuant to subsection (a) may consist of unpaid leave. The Compass School does not provide paid parental leave or family leave; however, employees may use any of their P.T.O. or P.L.P. days as part of the leave. In addition, employees may make a request to the Council for donation of P.T.O. or P.L.P. days from other employees.

(c) School vacations and summer months may not count towards FMLA leave for teachers, but they may for 12-month employees.

(d) The Compass School is required to maintain group health insurance coverage for an employee on FMLA leave whenever such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. When applicable, arrangements shall be made for employees to continue to pay their share of health insurance premiums while on leave. The Compass School may recover premiums it paid to maintain health coverage for an employee who fails to return to work from FMLA leave.

(e) Upon return from FMLA leave, an employee shall be restored to the employee's original position or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment. In addition, the employee's use of FMLA leave shall not result in the loss of any employment benefit that the employee earned or was entitled to before using FMLA leave.

(f) Employees seeking to use FMLA leave are required to provide 30-day advance notice of the need to take FMLA leave when the need is foreseeable and such notice is practicable by submitting a request, in writing, to the Director or his/her designee. The Compass School may require employees to provide:

- Medical certification supporting the need for leave due to a serious health condition affecting the employee or an immediate family member;
- Second or third medical opinions (at the expense of The Compass School) and periodic recertification; and
- Periodic reports during FMLA leave regarding the employee's status and intent to return to work.

The FMLA Leave Policy of The Compass School does not supersede any federal, state or local law, which provides greater family or medical leave protection.

October 7, 2015

Compass School Council,

If Compass employees have chosen to donate/contribute PTO days to me I request to use them once my bereavement and personal PTO days have been used.

Approved

Thank you,  
Kat Schafer

1. Call to Order
2. Roll Call
3. Vote to adopt Consent Agenda format for meetings
4. Adoption of Consent Agenda
  - a. Discussion/vote to approve Consent Agenda (including agenda of this meeting)
5. Approval of Minutes
  - a. Discussion/vote to approve minutes from Tuesday, September 9, 2015 meeting
6. Strategic Plan
  - a. Discussion and updates on Decision and Delivery Agendas
7. Program Tim Groves from RILCS coming in to give update on legislation that might impact funding formula. (20 min)
8. Director's Report
  - a. Discussion/vote to accept Director's Report
9. Vote to endorse Art Curriculum Map
10. Discussion Site Committee
11. Discussion/vote to approve Policy Updates:
  - a. New RIDE Mandated Naloxone Policy
  - b. Revised Leave Policy
12. Discussion/vote to consider request by Kathleen Schafer for employees to contribute P.T.O. or P.L.P. days towards an extension of her Bereavement Leave
13. Vote to endorse director's revisions to the The Compass School's Student/ Parent Handbook
14. Discussion/review/vote on the The Compass School's Safety Plan following state law (RIGL §16-21-25), each city, town, or regional department safety plan and all school emergency-response plans must be reviewed on an annual basis by the school committee and updated annually
15. Discussion/vote on new reviewer for Director Review
16. Appoint Elisa Lucia Council Advisor
17. Elect Council Co-chairs for the following Committees
  - a. Site Committee
  - b. Development Committee
18. Public Comment
19. Adjourn

Approved

The public is welcome to any meeting of the School Council or its subcommittees. If communication assistance (readers/interpreters/captions) or any other accommodations are needed to ensure equal participation, please contact Julie Wynsen at (401) 788-8322 at least two (2) business days prior to the meeting.

Any changes in the agenda will be posted on The Compass School's website and place of business, and will be electronically filed with the secretary of state at least forty-eight (48) hours in advance of the meeting.

### **Treasurer Report**

**October 17, 2015**

Met with the account on 10/7/15 to review financial through September 2015: reviewed reconciled bank statements, current assets, fixed assets remain static. Upcoming treasure meetings will take place the third week of the month to allow for reconciliation and through review of statements and documents from the previous month, therefore the treasurer's report will be one month in arrears.

### **Physical Environment Committee (Site)**

**Wednesday, 9/30/2015 at 3:30**

We discussed the new modular installation site prep. Our committee needs more information from the council on the progress of the security doors and whether they have been budgeted for and if we have any bids on file. We further discussed new classroom construction and next steps with Bensonwood. Lastly, Diane brought up a possible leak in the upstairs conference room, which Shane graciously agreed to look into.

Next meeting has been scheduled for 11/3/2015 at 3:30pm.

### **Policy Committee Report**

**Monday, October 5, 2015 at 3:30**

1. Heidi Vazquez called the meeting to order at 3:37
2. Roll Call- Brandee Lapinsky (Director), Dina Mandeville, Colleen Russell, Mary-Ann Gormly, Rachel Axelson, Diane Barzaghi, Heidi Vazquez
3. Discussed and voted to submit revisions to Admissions Policy to Council  
6 in favor          0 opposed          0 abstained
4. Discussed and voted to submit RIDE mandated Naloxone Policy to Council  
6 in favor          0 opposed          0 abstained
5. Members have reviewed and commented on director revisions and voted to submit the Student/ Parent Handbook to Council for endorsement.  
6 in favor          0 opposed          0 abstained
6. Discussed and voted to submit revisions to Leave Policy to Council
7. Next month's meeting is TBD
8. Adjourned at 4:45 pm

### **Compass School Director's Report**

Provided by: Brandee Lapinsky, M.Ed.

Submitted on: 10/7/15

Council meeting date: 10/13/15



Approved

Enrollment

The enrollment tallies below are updated as of 10/6/15.

<b>Step Levels</b>	<b>Grade</b>	<b>Enrollment (Actual by grade)</b>	<b>Enrollment (Actual by step)</b>
Explorers	K	17	34
	1	17	
Adventurers	2	19	19
Discoverers	3	19	38
	4	19	
Investigators	5	18	38
	6	20	
Navigators	7	17	35
	8	18	
Total Enrollment	K-8	164	164

Action taken on Council requests

- *Art Curriculum Map*: The Compass School Art Program was a topic that emerged during the Director transition and through Council topics. The first priority was to work with Mark Robidoux in the development of a curriculum map for each step.
  - Mark and I have met six times since the beginning of the school year (9/10/15, 9/11/15, 9/18/15, 9/25/15, 9/28/15 and 10/2/15) to discuss the program's needs and to support the development of a curriculum map.
  - The maps that we present today have included two rounds of feedback from staff.
  - Please note that the maps we submit today will be improved upon throughout the year with the intent of submitting a revised map in September of 2016. The goal in the next revision is to include more detail and a 2-year rotation per step.
  - The maps are listed below by step:
    - [Explorer](#)
    - [Adventurer](#)

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- [Discoverer](#)
- [Investigator](#)
- [Navigator](#)

- *Health Care Transition*
  - The Compass transition to HealthSource RI took place on 10/1/15.
  - During the process, there was an option for Compass to front-load staff member's \$2000 HRA plans or to have the employee contribution cover the deductible costs first. Given that the 2015-16 budget did allot for front-loading the HRA plans, I opted to do this. In the future, this could be a cost-saving measure if needed.
  
- *Revised Student-Parent Handbook*: I have updated the student-parent handbook and submit it to the Council for your endorsement. To view the handbook, [click here](#).

## RIDE

- *Annual Report Submission*: I submitted the Compass School Annual Report on 9/14/15 (prior to the September 30, 2015 deadline). To view the submission, [click here](#).
  
- *Charter Renewal*:
  - I hosted 3 visitors from the RIDE charter renewal office on 9/16. They were impressed by how proactive the Compass team has been through this process.
  - We learned that the Compass Charter Renewal site visit will not happen until April 2016. This is later than originally anticipated.
  - A revision to the Charter School Authorization Framework may happen this year. RIDE authorizers report that it has been a challenge to evaluate school's application for renewal through a fair process in the current framework. We expect to receive notice about these changes this fall. The framework change may impact how Compass will be evaluated in this year's renewal rotation.
  
- *New Commissioner Ken Wagner*: I appreciated the opportunity to meet our new Commissioner this week. My first impressions of him is that he is a thoughtful listener who doesn't dominate the center of attention. He was pretty quiet and preferred to hear from the Directors rather than to talk for a long time himself. He reported that he is a proponent of school choice, not just charter schools, but choice in general. Another important note was his emphasis on the importance of school culture and relationships.

## Other Initiatives

- *Wireless Upgrade Initiative*
  - We are working with Envision, our provider to complete the wireless upgrade the began this summer.

Approved

- During the process, I reached out to RIDE about protocols for the project. In doing so, I learned that there is work to be done in order to meet RIDE benchmarks. RIDE appreciated my outreach and we met in person on 10/1.
  - I will be submitting a series of documents in early October that will be reviewed by the Commissioner. With his approval, Envision will be able to commence with Phase 2 of the project (wireless connection to the current modular classroom).
  - Note that the future modular was not included in the initial Wireless Grant. Brandee will initiate a Change Order Request to include the new modular wireless technology needs. RIDE anticipates that this request will be approved in this grant cycle.
  - Compass will receive 100% reimbursement from RIDE for funds committed to this project.
- *Compass Vision Dinner*
    - The date is set for November 6, 2015.
    - Perry and Charley Kellogg have generously offered to host the Compass Vision Dinner at their family's Watch Hill summer home.

## **<sup>2</sup>The Compass School Naloxone Policy**

### **I. PURPOSE**

The purpose of this policy is to establish guidelines and procedures governing the utilizations of Naloxone administered by members of the The Compass School.

### **II. POLICY**

Per RIGL §16-21-35 (2015-S 0154A, 2015-H 5047A), it is the policy of The Compass School that all public middle schools, junior high schools, and high schools, shall provide and maintain on-site in each school facility opioid antagonists. To treat a case of suspected opioid overdose in a school setting, any trained nurse-teacher may administer an opioid antagonist, during an emergency, to any student or staff suspected of having an opioid-related drug overdose whether or not there is a previous history of opioid abuse.

No school nurse-teacher shall be liable for civil damages which may result from acts of omissions relating to the use of the opioid antagonist which may constitute ordinary negligence; nor shall the school personnel be subject to criminal prosecution which may result from acts or omissions in the good faith administration of an opioid antagonist. This immunity does not apply to acts or omissions constituting gross negligence or willful or wanton conduct. No school nurse-teacher shall be subject to penalty or disciplinary action for refusing to be trained in the administration of an opioid antagonist.

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<sup>2</sup> The Compass School Council- Pending October 13, 2015

Approved

### **III. TRAINING**

- a. School nurse teachers shall be trained in the use of naloxone by the Rhode Island Department of Health (RI DOH), the Medical Reserve Corp (MRC); or a designee. School departments are encouraged to send other staff to be trained, including coaches, guidance counselors, custodians, teachers, etc.

### **IV. PROCUREMENT OF NALOXONE**

- a. The superintendent, principal, certified school nurse teacher, or designee will be responsible for the procurement of naloxone. The school physician shall prepare standing orders.
- b. The Rhode Island Department of Health (RI DOH) recommends that schools provide intranasal naloxone. At minimum, each school should have the following supplies:

<b>ITEM</b>	<b>MANUFACTURER</b>	<b>QUANTITY</b>
Naloxone (2mg/2mL Leur-Jet leur-lock pre-filled syringe)	Amphastar	2
MAD nasal atomizer	Teleflex	2
Nitrile gloves, pair	Various	1
Mask/barrier device	Various	1
Step by step instructions	Various	1

### **V. STORAGE**

- a. Naloxone will be clearly marked and stored in an accessible place at the discretion of the school nurse teacher. The school nurse teacher will ensure that all other relevant staff are aware of the naloxone storage location.
- b. Naloxone will be stored in accordance with manufacturer's instructions to avoid extreme cold, heat, and direct sunlight.
- c. Inspection of the naloxone shall be conducted regularly.
  - Check the expiration date found on either box or vial;
  - Check condition of mucosal atomization devices (considered sterile for approximately 4-5 years).

### **VI. USE OF NALOXONE**

In case of a suspected opioid overdose, school nurse teachers or other trained staff shall follow the protocols outlined in the naloxone training and the instructions in the naloxone kit:

- Call 911
- Administer rescue breathing
- Prepare and administer naloxone
- Alert the school crisis response team
- Continue rescue breathing
- Give another dose of naloxone in 3 minutes if no response or minimal breathing or responsiveness
- Naloxone wears off in 30-90 minutes, which necessitates definitive medical care
- Comfort them; withdrawal can be unpleasant
- Encourage survivors to seek treatment

### **VII. FOLLOW-UP**

Approved

- a.** After administration of naloxone, the school nurse teacher, or other staff, will follow The Compass School reporting protocols.
- b.** The school nurse teacher or other staff will:
  - Ensure that the overdose victim was transported to the emergency department
  - Notify appropriate student services
  - Provide substance abuse prevention resources to the overdose victim and family, as appropriate

## **Policy Section: Staff Handbook**

### **Leave Policy**

**The Compass School (“Compass”) strives to create a socially responsible Leave Policy that addresses both staff and school needs for advance planning.**

Personal Time Off (P.T.O) for sick and personal leave for full-time academic year employees (“employee”) shall be ten (10) days paid leave per school year. Part-time employees (“employee”) shall also receive P.T.O. The exact number of eligible hours shall be determined on a prorated basis. 12- month employees P.T.O. days will be considered upon salary negotiation.

Employees who know in advance that they will be using P.T.O shall submit a written request to the Director 48 hours prior to their requested first day of leave. Employees are responsible to finding substitute coverage.

Employees shall be notified within one business days of their written request if their request has been granted or denied.

P.T.O. should not be taken adjacent to a legal holiday, break, or vacation during the school year. Exceptions require prior written approval.

Unapproved P.T.O. taken adjacent to a school break, legal holiday, or vacation may result in loss of wages for the day(s) missed.

All P.T.O. for a given school year is available as of the first day of the school year. If an employee separates from his or her employment with Compass prior to end of the school year, he/she will be paid for unused P.T.O. on a prorated basis. P.T.O for that year shall be prorated: one P.T.O day earned per 15 contracted days for full-time academic year employees and the pro-rata equivalent for part-time employees. Any used but unearned P.T.O. must be paid back to Compass. Except as otherwise provided below, any leave taken in excess of an employee’s allotted P.T.O. will not be paid.

### **Documentation of Sick Leave**

Approved

Employees who are out use P.T.O. due to illness or injury for five (5) or more consecutive days must provide a note from a licensed health care provider to the Director confirming the illness or injury of the employee or family member prevents the employee from working. This note is required upon return to work.

### **Personal Leave Pool**

At the end of the school year, returning employees may roll over all unused P.T.O. days (no partial days) into a Personal Leave Pool (P.L.P.) for subsequent school years with a maximum of 10 days in their P.L.P. An employee may therefore have 10 P.T.O. days and 10 P.L.P. days for a maximum of 20 days of leave in any given school year.

### **Donating Leave Days**

**In times of family or medical crisis, employees can donate P.T.O. or P.L.P to other employees.**

#### **In order to use days given to them by fellow employees, an employee:**

- Must have no (zero) days remaining of P.T.O. or P.L.P
- Shall make a written request to the council.
- If the crisis is due to illness or injury, must provide a note from a licensed healthcare provider that the employee, or someone for whom the employee is a care provider, has a major medical condition, is injured, or needs non-elective surgery to the Director.
- If the request is approved by Council, an anonymous request will be made to all employees. The employees will then decide if they would like to donate any of their P.T.O or P.L.P. days to meet the days needed to fulfill the request.

### **Sabbatical or Leave to Pursue Advanced Degree**

Employees granted permission by the Council for planning an extended leave will make efforts to have their exit and return dates coincide with the beginning of a new semester, when possible. Compass may agree to hold the employee's position until the beginning of the following school year. Exceptions may be made for a longer leave with approval of the Council. Sabbaticals (this may include, but is not limited to, Peace Corps, AmeriCorps or other personal planned activities) and leaves for Higher Education purposes shall require approval of the Council at least 30 days in advance. A proposal for planned activities during the leave as well as an explanation of how the knowledge and experience gained will benefit both the employee and the Compass Community must be submitted at least one semester in advance of the requested Leave.

### **Military Leave**

Compass shall agree to hold an employee's position for the duration of an official U.S. Military Leave.

### **Jury Duty**

Compass shall agree to hold an employee's position for the duration of any U.S. State or Federal Jury Duty. In addition, Compass shall agree to pay the salary of the employee at their current rate of pay, minus any daily stipend.

### **Bereavement**

Employees shall be granted up to seven (7) days Bereavement Leave days paid at their current rate of pay upon the death of a spouse, significant other, child, stepchild, former guardian, or parent. Significant other is defined as a person with whom the employee's life is interdependent and with whom the employee maintains a committed relationship and with whom the employee shares a mutual residence. Employees shall be granted up to three (3) days paid at their current rate of pay upon the death of other family members. Family is

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defined to include grandparent, brother, sister, son-in-law, daughter-in-law, parent-in-law, grandson, granddaughter. Under exceptional circumstances an employee may be granted, with approval of the Director, use of this leave on non-consecutive days and/or for the death of a person not specified in the definition of family.

### **Family and Medical Leave**

It is the policy of the Compass School to comply with all applicable laws and regulations concerning family and medical leave. To the extent that any portion of this policy may be inconsistent with applicable laws and regulations, the other provisions shall remain in full force and effect. Consistent with Chapter 28-48 of the Rhode Island General Laws and the Code of Federal Regulations of the U.S. Department of Labor, the following defines the Family Medical Leave Act Policy for The Compass School:

(a) Entitlement to Leave. Every employee who has worked at least 1,250 hours at the Compass School during the previous ten (10) consecutive months shall be entitled, upon advance notice, to twelve (12) workweeks of leave in any twelve (12) month period. Such leave may be taken intermittently if medically necessary. Employees shall give to the Director or his/her designee at least thirty (30) days notice of the intended dates upon which leave shall commence and terminate, unless prevented by unforeseeable circumstances, in which case notice shall be given as soon as is practicable. Upon the expiration of leave, the employee shall be restored to his or her position, or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. The taking of leave under this policy shall not result in the loss of any employment benefit accrued prior to the date on which the leave commenced.

(b) Eligibility for Leave. Employees shall be entitled to leave under this section due to the employee's own serious health condition, the serious health condition of an employee's family member (including the employee's parent, spouse, child, mother-in-law, or father-in-law), the birth of an employee's child, the placement of a child with the employee for adoption or foster care, or because of a qualifying exigency arising out of the fact that the spouse, parent, or child of the employee is on covered active duty in the Armed Forces. (Employees qualifying for service member leave shall be entitled to twenty-six (26) workweeks of leave during that employee's contract year.

(c) Medical Certification Required. Upon request, such employee shall provide the Director with written certification from a physician caring for the person who is the reason for such employee's leave, which certification shall include the probable duration of such employee's leave. The Compass School may require the employee to obtain a second or third medical opinion if necessary. Compass may also require periodic medical recertification.

(d) Periodic Reporting. During any leave taken pursuant to this section, the Compass School may require the employee to provide periodic reports on the status and intention of the employee to return to work.

(e) Maintenance of Health Benefits. During any leave taken pursuant to this section, the Compass School shall maintain any existing health benefits for such employee in force for the duration of such leave as if such employee had continued in employment continuously from the date he or she commenced such leave until the date he or she returns to employment pursuant hereto, provided that the employee must continue to make required contributions toward his/her health benefits during the period of leave.

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(f) Substitution of Paid Leave. Employees may substitute P.T.O. P.L.P., for leave under this section, which leaves shall run concurrently with leave under this policy. Any remaining leave under this policy shall consist of unpaid leave.

(g) Interaction with Other Leave. Any leave taken pursuant to state or federal laws or regulations, including but not limited to Temporary Caregivers Insurance, shall also run concurrently with leave under this policy.

(h) Instructional Employees. Instructional employees seeking leave within five weeks of the end of a term may be required to continue such leave through the end of the term. In addition, instructional employees seeking leave on an intermittent basis may be transferred to an alternative available position that may better accommodate intermittent leave. Please see the Director or his/her designee for additional information.

(a) Every employee is entitled, upon thirty (30) days advance notice to the Director or his/her designee to thirteen (13) consecutive weeks of parental leave or family leave in any two (2) calendar years. The employee shall give at least thirty (30) days notice of the intended date upon which parental leave or family leave shall commence and terminate, unless prevented by medical emergency from giving the notice. Parental or family leave is for any one or more of the following reasons:

- (1) The birth of the employee's son or daughter, and to care for the newborn child;
- (2) The placement with the employee of a son or daughter for adoption or foster care, and to care for the newly placed child;
- (3) To care for the employee's spouse, son, daughter, or parent with a serious health condition; and,
- (4) Because of a serious health condition that makes the employee unable to perform one or more of the essential functions of his or her job.

(b) Parental leave or family leave granted pursuant to subsection (a) may consist of unpaid leave. The Compass School does not provide paid parental leave or family leave; however, employees may use any of their P.T.O. or P.L.P. days as part of the leave. In addition, employees may make a request to the Council for donation of P.T.O. or P.L.P. days from other employees.

(c) School vacations and summer months may not count towards FMLA leave for teachers, but they may for 12-month employees.

(d) The Compass School is required to maintain group health insurance coverage for an employee on FMLA leave whenever such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. When applicable, arrangements shall be made for employees to continue to pay their share of health insurance premiums while on leave. The Compass School may recover premiums it paid to maintain health coverage for an employee who fails to return to work from FMLA leave.

(e) Upon return from FMLA leave, an employee shall be restored to the employee's original position or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment. In addition, the employee's use of FMLA leave shall not result in the loss of any employment benefit that the employee earned or was entitled to before using FMLA leave.

(f) Employees seeking to use FMLA leave are required to provide 30-day advance notice of the need to take FMLA leave when the need is foreseeable and such notice is practicable by



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submitting a request, in writing, to the Director or his/her designee. The Compass School may require employees to provide:

- Medical certification supporting the need for leave due to a serious health condition affecting the employee or an immediate family member;
- Second or third medical opinions (at the expense of The Compass School) and periodic recertification; and
- Periodic reports during FMLA leave regarding the employee's status and intent to return to work.

The FMLA Leave Policy of The Compass School does not supersede any federal, state or local law, which provides greater family or medical leave protection.

October 7, 2015

Compass School Council,

If Compass employees have chosen to donate/contribute PTO days to me I request to use them once my bereavement and personal PTO days have been used.

Thank you,  
Kat Schafer

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Compass does not discriminate on the basis of race or color, religion, sex, sexual orientation, gender identity or expression, disability, age, country of ancestral origin, or veteran status in administration of its admissions or educational policies, curricular programs, other school-administered programs, or in its hiring and employment practices in accordance with applicable Federal and Rhode Island laws and regulations.

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