



Philip Thornton, Ed.D., Superintendent  
Warwick Public Schools  
philip.thornton@warwickschools.org

TO: Philip Thornton, Ed. D Superintendent  
FROM: Anthony Ferrucci, Exe. Director of Finance & Operations  
DATE: April 15, 2019  
SUBJECT: Contract Award–CONSENT AGENDA-District Purchases below \$5,000.00

At the School Committee meeting on Tuesday, March 12, 2019, the School Committee issued a Budget Freeze Directive which included suspending current School Committee purchasing policies until June 30, 2019. One of the directives was that the School Committee would vote to approve all expenses in excess of \$1,000.00.

As an agenda item on upcoming School Committee meetings, administration will be presenting those expenses ranging from \$1,000.00 to \$4,999.00 as a consent agenda item. If a School Committee member wishes to remove one to all of the items being recommended by administration, they may do so by referencing the index number of a particular document for individual consideration.

At the School Committee meeting on Monday, April 22nd, the following purchases, which are all a budgeted expense, are being recommended:

Document

<u>Index #</u>	<u>Company</u>	<u>Cost</u>
1	Northeast Sports Training	\$2,600.00
2	New England Low Vision	\$1,995.00
3	Warwick Hotel Associates	\$2,588.94
4	Sysco Boston, LLC	\$1,712.44
5	Academic Partners/Balfour	\$1,136.45
6	Coastline EAP	\$1,200.00

At the School Committee meeting Directors, Budget Managers and those staff noted in each document will be in attendance and available to answer any questions as they may relate to their particular recommendation.



**Requisition**

Req # AT190040

PO #  
Date: 04/02/19

**Bill To:** Warwick Public Schools  
69 Draper Ave  
Warwick RI 02889

**Vendor:** 30330  
NORTHEAST SPORTS TRAINING, INC.  
25 CORNADO ROAD  
WARWICK RT 02886

**Ship To:** WARWICK PUBLIC SCHOOLS / ADMINISTRATION  
69 DRAPER AVE  
WARWICK RI 02889

**Contact:** Cheryl Greco  
401-734-3085

**Contract No:**  
**Special Instructions:**  
DO NOT MAT.

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
1.00		Impact Training for athletics	2,600.00	2,600.00
		Account No	Encumbrance	
		19-10000000-34024-213-93-2200-53701-0300-01A0000	300.00	
		19-10000000-34024-213-93-2200-53701-0300-01A0100	300.00	
		19-10000000-35034-213-93-2200-53701-0300-01A0100	1,800.00	
		19-10000000-35034-213-93-2200-53701-0300-01A0700	1,800.00	
		Freight		.00
		Total		2,600.00

Authorized By: \_\_\_\_\_

Robert Rowell 4-4-19

4/4/19

4/4/19

**WARWICK PUBLIC SCHOOLS**

**DIRECT PAYMENT**

Type of Payment

General Funds       Grants       Mult. Responsibility

Requestor: Nina McGurrin Title: Office Manager

Date: 4/5/19 School/Department: Special Services

Vendor Code: 23586 Original Invoice/Document #: \_\_\_\_\_  
(Must be attached)

Vendor Name: New England Low Vision

Vendor Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Brief description of goods/services

technology evaluation

UCOA No. XX-XXXXXXXX-XXXX-XX-XX-XXXX-XXXX-XXXX XXXXXXX	BALANCE	TOTAL
19-1000000-08902-232-20-2128-53213-0000-0300000		\$ 1,995.00
Total	\$	<u>1,995.00</u> <i>ok dw</i>

Special instructions/comments:

Requested by: \_\_\_\_\_

Approved by: \_\_\_\_\_

Approved by: Morgan Coughlin 4/5/19  
second signature needed only for multiple responsibility transactions.

Chief Budget Officer: \_\_\_\_\_ Date: \_\_\_\_\_

*For transactions of \$500 or more.*

Reason for return: \_\_\_\_\_

Funds     Back up     Approvals     Vendor     Invalid Code

Initials: \_\_\_\_\_ Date: \_\_\_\_\_ 5/20/2015

Funds Transferred on \_\_\_\_\_ By: \_\_\_\_\_



**New England Low Vision**  
*and Blindness*

799 West Baylston St., Suite 140  
Worcester, MA 01606  
(508) 853-8200  
www.NELowVision.com

**Invoice**

**BILL TO**  
Warwick Public Schools  
Attn: Jennifer Connolly, Ph.D  
Director of Special Services  
69 Draper Avenue  
Warwick, RI 02889

**SHIP TO**  
Warwick Public Schools  
Pilgrim High School  
56 Maywood Avenue  
Warwick, RI 02889

INVOICE #	DATE	TOTAL DUE	TERMS	ENCLOSED
111918CTE	11/19/2018	\$1,995.00	Due on receipt	

**SHIP VIA**  
IN PERSON

ITEM # / DESCRIPTION	QTY	PRICE	AMOUNT
Comprehensive Technology Evaluation with Report; *Includes Travel Senior Assstive Technology Specialist & Trainer: Gloria Stuart Date of Evaluation: 12/7/18; 1/25/19; 2/11/19 & 3/22/19	1	1,995.00	1,995.00

Thank you for your order  
We value and appreciate the opportunity to serve you.

**BALANCE DUE \$1,995.00**



Mr

# Requisition

Req # 00007906

PO #

Date: 04/03/19



Vendor: 20094

WARWICK HOTEL ASSOCIATES  
DBA CROWN PLAZA HOTEL  
801 GREENWICH AVENUE  
WARWICK RI 02886-9860

Bill To:

Warwick Public Schools  
69 Draper Ave

Warwick RI 02889

Ship To:

WARWICK PUBLIC SCHOOLS / ADMINISTRATION  
69 DRAPER AVE  
WARWICK RI 02889

Contact:

McGovern-Calvo  
401-734-3021

Contract No:

Special Instructions:

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
1.00		Banquet Charges-Refreshments,, Audio Visual; Restaurant Charge - NFASO Vigil, 3/10-3/13/19 - 15 people Account No	2,588.94	2,588.94
		19-10000000-05050-221-10-2000-53703-0000-0103000	Encumbrance 2,588.94	
			Freight	.00
			Total	2,588.94

Authorized By:

Signed electronically by C. Calvo  
4/3/19

UCA  
4/10/19

CA  
4/10/19

Dy 4/13/19



**Crowne Plaza Hotel**  
 801 Greenwich Avenue, Warwick, RI 02890  
 Phone: (401) 732-8000

**BEO #: 79927**  
 Page 1 of 1  
 Date Printed: 3/13/2019

**Banquet Check**

<b>Account:</b>	Warwick Public Schools	<b>Event Date:</b>	Sunday, March 10, 2019
<b>Post As:</b>	Tollgate High School NEASC via Warwick Public Schools	<b>Contact:</b>	Stephanie Shiekles
<b>Address:</b>	34 Warwick Lake Avenue Warwick RI 02889 USA	<b>Phone:</b>	4012888470
		<b>Email:</b>	stephanie.shiekles@warwickschools.org
		<b>Onsite Contact:</b>	
<b>Payment Method:</b>	Direct Bill Approved	<b>Service Manager:</b>	Jill Cosgrove
		<b>Booked By:</b>	Crystal Pepin

Date	Time	Function	Room	Age	Qty
Sun, Mar 10	8:00 AM - 12:00 AM	Meeting	Tiverton		16
Sun, Mar 10	11:30 AM - 1:00 PM	Lunch	Tiverton		18
Sun, Mar 10	2:00 PM - 10:00 PM	PM Break	Tiverton		

Quantity	Item	Price	Amount
1	Tiverton	\$200.00	\$200.00
	<b>Subtotal:</b>		\$200.00
	<b>Service Charge:</b>		\$0.00
	<b>F&amp;B Tax .00%:</b>		\$0.00
	<b>Sales Tax .00%:</b>		\$0.00
	<b>Function Room Rental Total:</b>		\$200.00

*pd on 2/19/2019*

Quantity	Item	Price	Amount
1	Basic Support Package - 8'	\$125.00	\$125.00
	<b>Subtotal:</b>		\$125.00
	<b>Service Charge:</b>		\$26.25
	<b>Sales Tax .00%:</b>		\$0.00
	<b>Audio Visual Total:</b>		\$151.25

Quantity	Item	Price	Amount
14	Assorted Sodas and Bottled Spring Water-ON CONSUMPTION	\$3.60	\$50.40
16	PM Break	\$5.75	\$92.00
18	Grab and Go Sandwich Station	\$18.00	\$324.00
	<b>Subtotal:</b>		\$445.00
	<b>Service Charge:</b>		\$98.45
	<b>F&amp;B Tax .00%:</b>		\$0.00
	<b>Sales Tax .00%:</b>		\$0.00
	<b>Food Total:</b>		\$536.45

	<b>Check Subtotal</b>	\$770.00
	<b>Total Service Charges</b>	\$112.70
	<b>Total Taxes</b>	\$0.00
	<b>Check Grand Total</b>	\$882.70
	<b>Deposit Paid</b>	\$0.00
	<b>Balance Due</b>	\$882.70

*-200 pd on 2/19/2019*



**Crowne Plaza Hotel**  
 301 Greenwich Avenue, Warwick, RI 02808  
 Phone: (401) 732-6000

**BEO #: 79920**  
 Page 1 of 1  
 Date Printed: 3/11/2018

**Banquet Check**

<b>Account:</b>	Warwick Public Schools	<b>Event Date:</b>	Monday, March 11, 2018
<b>Post As:</b>	Totgate High School/NEASC Visit/Warwick Public Schools/	<b>Contact:</b>	Stephanie Shlekle
<b>Address:</b>	34 Warwick Lake Avenue Warwick, RI 02888 USA	<b>Phone:</b>	4012888476
		<b>Email:</b>	stephaneshlekle@warwickschools.org
		<b>Onsite Contact:</b>	
<b>Payment Method:</b>	Direct Bill Approved	<b>Service Manager:</b>	Jill Cosgrove
		<b>Booked By:</b>	Cystal Papin

Date	Time	Function	Room	Qty	Old
Mon, Mar 11	6:00 AM - 7:30 AM	Breakfast	Tiverton	16	
Mon, Mar 11	8:00 AM - 12:00 AM	Meeting	Tiverton	18	
Mon, Mar 11	7:00 PM - 10:00 PM	PM Break	Tiverton		

Quantity	Item	Price	Amount
1	Tiverton	\$200.00	\$200.00
<b>Subtotal:</b>			\$200.00
<b>Service Charge:</b>			\$0.00
<b>F&amp;B Tax .00%:</b>			\$0.00
<b>Sales Tax .00%:</b>			\$0.00
<b>Function Room Rental Total:</b>			\$200.00

Quantity	Item	Price	Amount
1	Basic Support Package - B	\$125.00	\$125.00
<b>Subtotal:</b>			\$125.00
<b>Service Charge:</b>			\$26.25
<b>Sales Tax .00%:</b>			\$0.00
<b>Audio Visual Total:</b>			\$151.25

Quantity	Item	Price	Amount
7	Assorted Sudaes and Bottled Spring Water-ON CONSUMPTION	\$3.50	\$24.50
18	PM Break	\$4.75	\$85.50
<b>Subtotal:</b>			\$110.00
<b>Service Charge:</b>			\$24.17
<b>F&amp;B Tax .00%:</b>			\$0.00
<b>Sales Tax .00%:</b>			\$0.00
<b>Food Total:</b>			\$134.17

<b>Check Subtotal</b>	\$441.60
<b>Total Service Charges</b>	\$50.72
<b>Total Taxes</b>	\$0.00
<b>Check Grand Total</b>	\$492.32
<b>Deposit Paid</b>	\$0.00
<b>Balance Due</b>	\$492.32

*161 on PO #150075*

*150075 on 6/29/22*

Customer Approval \_\_\_\_\_

Date \_\_\_\_\_

Doc # 1103 2/11/2018



**Crowne Plaza Hotel**  
 801 Greenwich Avenue, Warwick, RI 02886  
 Phone: (401) 732-6000

BEO #: 79028  
 Page 1 of 1  
 Date Printed: 3/12/2019

**Banquet Check**

Account:	Warwick Public Schools	Event Date:	Tuesday, March 12, 2019
Post As:	Tolpage High School NEASC Visit/Warwick Public Schools	Contact:	Stephanie Shields
Address:	34 Warwick Lake Avenue Warwick, RI 02889 USA	Phone:	4012985479
		Email:	stephanie.shields@warwickschools.org
		Direct Contact:	
Payment Method:	Direct Bill Approved	Service Manager:	Jim Coegrave
		Booked By:	Crista Poph

Date	Time	Function	Room	Rate	Qty
Tue, Mar 12	8:00 AM - 7:30 AM	Breakfast	Thorton	15	
Tue, Mar 12	8:00 AM - 12:00 AM	Meeting	Thorton	15	
Tue, Mar 12	7:00 PM - 10:00 PM	PM Break	Thorton		

Quantity	Item	Price	Amount
1	Thorton	\$200.00	\$200.00
	<b>Subtotal:</b>		<b>\$200.00</b>
	Service Charge:		\$0.00
	F&B Tax .00%:		\$0.00
	Sales Tax .00%:		\$0.00
	<b>Function Room Rental Total:</b>		<b>\$200.00</b>

Quantity	Item	Price	Amount
1	Basic Support Package - B'	\$128.00	\$128.00
	<b>Subtotal:</b>		<b>\$128.00</b>
	Service Charge:		\$28.25
	Sales Tax .00%:		\$0.00
	<b>Audio Visual Total:</b>		<b>\$156.25</b>

Quantity	Item	Price	Amount
8	Aspartal Sodas and Bottled Spring Water-ON CONSUMPTION	\$3.50	\$28.00
16	PM Break	\$5.76	\$92.00
	<b>Subtotal:</b>		<b>\$120.00</b>
	Service Charge:		\$25.20
	F&B Tax .00%:		\$0.00
	Sales Tax .00%:		\$0.00
	<b>Food Total:</b>		<b>\$145.20</b>

	<b>Check Subtotal</b>	<b>\$446.00</b>
	<b>Total Service Charges</b>	<b>\$51.45</b>
	<b>Total Taxes</b>	<b>\$0.00</b>
	<b>Check Grand Total</b>	<b>\$497.45</b>
	<b>Deposit Paid</b>	<b>\$0.00</b>
	<b>Balance Due</b>	<b>\$497.45</b>

Customer Approval \_\_\_\_\_

Date \_\_\_\_\_

Call Fored 5177010

*pd on 15000753*

*200-00 pd on 15000753  
296.46*



The Crossings  
Crown Plaza Hotel  
801 Greenwich Ave  
Hartwick Rt 02886  
401-732-6000

108 Kayla C

Chk 2185 PRE ORDER Gst 14  
Mar 11 '19 04:13PM

1 Crossings Burger	16.00
6 Filet Mignon	204.00
2 New Englander	24.00
2 Shrimp Cocktail	20.00
2 Mussels	24.00
1 Lobster Panini	21.00
1 Caesar Salad Grilled Chix	18.00
1 Roasted Chix	21.00
2 Poached Salmon	48.00
1 Caesar Salad Grilled Steak	20.00
1 Lobster Mac&Chez	25.00
1 Chowder Cup	6.00
2 Caesar Salad	24.00
1 Sprite	3.00
1 Diet Coke	3.00
1 Cranberry Juice	3.00
1 Asparagus	7.00
Charge Tip	110.48
2543161	
9108/Tollgate HS Wa	
Room Chg	636.44
Food Total	478.00
N/A BevTotal	9.00
State-Lo) Tx	38.96
Total Fees	110.48
Payment Made	636.44
F&B Tax	34.09
Sales Tax	4.67

---501 Check Closed---  
---Mar 11 '19 07:25PM---

The Crossings  
Crown Plaza Hotel  
801 Greenwich Ave  
Hartwick Rd 02886  
401-732-6000

512 Anastasi

Tbl 44/1 Chk 2315 Gst 15  
Mar12'19 05:17PM

3 Brussel Sprouts	33.00
2 Burrata Caprese	30.00
5 Flat Mignon	170.00
1 Hummus	9.00
1 Roasted Cod	23.00
2 Margherita Pizza	26.00
2 New Englander	24.00
2 Roasted Chix	42.00
4 Caesar Salad	48.00
3 Lamb Shank	78.00
1 Chowder Bowl	8.00
1 Lobster Penini	21.00
1 Shrimp Cocktail	10.00
1 Asparagus	7.00
Charge Tip	102.81

2543161

9108/Tollgate HS Wa  
Room Chg 674.13

Food Total	529.00
State-Lcl Tx	42.32
Total Fees	102.81
Payment Made	674.13

F&B Tax	37.03
Sales Tax	5.29

-----512 Check Closed-----  
-----Mar12'19 06:44PM-----

Reg  
7904



# CROWNE PLAZA

HOTELS & RESORTS

CROWNE PLAZA HOTEL  
801 GREENWICH AVE  
Warwick, RI 02886  
401.782.6000 PHONE

04/01/19  
Warwick Public Schools  
Attn: Stephanie Shields  
34 Warwick Lane Avenue  
Warwick, RI 02889

Independently owned and operated by WARWICK -OTEL ASSOCIATES



Invoice # 9108

GUESTROOM CHARGES

03/10/19 - 03/13/19 45 Room Nights @ \$119.00 \$ 5,355.00 \$ 5,355.00

Pat on  
PO 190002753

BANQUET CHARGES

03/10/19 79927 \$ 889.70  
03/11/19 79928 \$ 492.22  
03/12/19 79929 \$ 496.45  
03/13/19 79930 \$ 100.00  
\$ 1,978.37

Pat on  
PO 190002753

RESTAURANT CHARGES

03/11/19 Ck#2185 \$ 636.44  
03/12/19 Ck#2316 \$ 674.13  
\$ 1,310.57

\$ 1378.27

Pat on  
PO 190002753

TOTAL CHARGES \$ 8,643.95

DEPOSITS / PAYMENTS (150.00)

ADJUSTMENTS (-)

Total Balance Due:

\$ 8,493.95

Guest Rooms  
+  
Banquet Rooms  
+ Adj

PO --- 190002753 - 5905.00  
Specialty PO 2588.95  
Submitted 4/2/19  
Proj # 7904  
\$ 8493.95

2588.95



**WARWICK PUBLIC SCHOOLS**

69 Draper Avenue  
Warwick RI 02889

*Entered  
for sign.  
CC signed  
sent to  
Buyer 4/13*

**PO# 19000753**

PO DATE	12/26/18
REQ #	00007372
PAGE	1

VENDOR	20084
WARWICK HOTEL ASSOCIATES DBA CROWN PLAZA HOTEL 801 GREENWICH AVENUE WARWICK RI 02886-9880	

SITE	Warwick Public Schools / Adminis
SHIP TO	
TOLL GATE HIGH SCHOOL 575 CENTERVILLE ROAD WARWICK RI 02886	

EMAIL	
PHONE #	

CONTACT	D. McGovern
CONTACT PHONE	(401)734-3021
BUYER	

**SPECIAL INSTRUCTIONS**

QTY	UOM	DESCRIPTION	UNIT PRICE	TOTAL
1		Accommodations for Toll Gate NEASC Accreditation Visit 3/10-3/13 - 16 Guest Rooms for 3 days -3/10, 3/11 and 3/12; Meeting Room rentals for 3/10, 3/11, 3/12 and 3/13/14. See Attached Contract	6,262.00	6,262.00
		Freight		0.00
		Total		6,262.00
***** For Warwick Public Schools use only 19-1090CCCC-CS038-22;-10-2800-53703-0000-0103800 6262.00				
			Invoice 9108	\$5905.00
<b>TOTAL</b>				<b>\$6,262.00</b>

*1st PO  
for NEASC*

*Complete*

PRODUCT / SERVICE RECEIVED	<input type="checkbox"/>
RECEIVED BY: _____	
(Other than Budget Manager)	

APPROVED FOR PAYMENT	<input checked="" type="checkbox"/>
BUDGET MANAGER SIGNATURE	<i>Caroline Salvo</i>
DATE	<i>4/2/19</i>

**Requisition**

Req # 00007877

PO #

Date: 03/27/19

**Bill To:** Warwick Public Schools  
69 Draper Ave

Warwick RI 02889

**Vendor:** 16962  
SYSCO BOSTON LLC  
99 SPRING STREET  
PLYMPTON MA 02367

**Ship To:** CAREER CENTER / WILLIAM MCCAFFREY  
575 CENTERVILLE ROAD  
WARWICK RI 02886

**Contact:** wm. mccaffrey

Contract No:

Special Instructions:

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
1.00		Invoice 356383933 supplies	64.84	64.84
1.00		Invoice 356384362 supplies	1,712.44	1,712.44
		Account No	Account Name	
		19 60120000-05040 '22 50 1421 56'01-0080-0104000	1,777.26	
		<i>ref</i>	Freight	.00
			Total	1,777.26

Authorized By: *Will Donoff*

*UCOP*  
*4/9/19*

*am*  
*4-9-19*

*Tracy*

RECEIVED

WARWICK PUBLIC SCHOOLS  
DIRECT PAYMENT

APR 8 - 2019

Business Office  
Warwick Public Schools

Type of Payment

General Funds     Grants     Mult. Responsibility

Requestor: Gerald Habershaw Title: Principal

Date: 4/5/19 School/Department: Pilgrim High School

Vendor Code: 469 Original Invoice/Document #: Attached

(Must be attached)

Vendor Name: ACADEMIC PARTNERS, INC./BALFOUR

Vendor Address: 607 PLEASANT STREET  
ATTLEBORO, MA 02703

Phone #: (774)203-3310 Fax #: \_\_\_\_\_

Brief description of goods/services

Gold Tassels and Cords for Graduation

UCOA No. XX-XXXXXXX-XXXXX-XXX-XX-XXXX-XXXXX-XXXX-XXXXXXX	BALANCE	TOTAL
19-10000000-05034-214-10-0000-56113-0000-0103400		\$ 1,136.45

Total \$ 1,136.45

Special instructions/comments:

*See do*

RECEIVED

APR 09 2019

BUSINESS OFFICE  
WARWICK PUBLIC SCHOOLS

Requested by: \_\_\_\_\_

Approved by: [Signature]

Approved by: \_\_\_\_\_

*Second signature needed only for multiple responsibility transactions.*

Chief Budget Officer: [Signature] Date: \_\_\_\_\_

*For transactions of \$500 or more.*

Reason for return: \_\_\_\_\_

Funds     Back up     Approvals     Vendor     Invalid Code

Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Funds Transferred on \_\_\_\_\_ By: \_\_\_\_\_

Academic Partners, Inc./BALFOUR  
 607 Pleasant Street  
 Attleboro, MA 02703  
 (774) 203-3310



# Invoice

RECEIVED

APR 8 - 2019

DATE	INVOICE #
4/3/2019	5765

<b>BILL TO</b>	<b>Business Office</b> <b>Warwick Public Schools</b>
Pilgrim High School C/O Debi Lage 111 Pilgrim Parkway Warwick, RI 02888	

<b>SHIP TO</b>
SAME

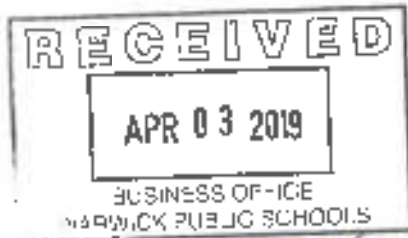
P.O. Number	TERMS	REP	SHIP	VIA	F.O.B.	Project
	Due on receipt	BD				
QUANTITY	ITEM CODE	DESCRIPTION			PRICE EACH	AMOUNT
135	Tinsels	Gold Tinsels			5.50	742.50
44	Cards	Honor Card- Royal Blue			8.50	374.00
	Freight	Shipping & Handling			19.95	19.95
						<i>all 4579</i>
Please remit to above address and include invoice number on the check. Thank You.					<b>Total</b>	\$1,136.45

E-mail
academicpartnersinc@gmail.com

*Debi Lage*  
 4/4/19

Requisition

Req # SP190117



PO #

Date: 04/03/19

Bill To: Warwick Public Schools  
69 Draper Ave  
Warwick RI 02889

Vendor: 9193  
COASTLINE EAF  
300 CENTERVILLE RD  
SUITE 301 S  
WARWICK RI 02886

Ship To: WARWICK PUBLIC SCHOOLS / ADMINISTRATI  
69 DRAPER AVE  
WARWICK RI 02889

Contact: NMC

Contract No:

Special Instructions:

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
1.00		MEDIATION 4 SESSIONS AT 300 FACII	1,200.00	1,200.00
		Account No:	Expenditure	
		18-10000000-01105-291-29-2129-03888 6000-3300000	1,200.00	
			Freight:	.00
			Total	1,200.00

*Karen IS this UCOA correct?*  
*4/3/19*

Authorized By: *Herrington Connolly*

*Kara Lowell 4/3/19*  
*4/4/19*  
*4/16/19*

*4/14/19*





# Warwick PUBLIC SCHOOLS

Philip Thornton, Ed.D., Superintendent  
[philip.thornton@warwickschools.org](mailto:philip.thornton@warwickschools.org)

Jennifer Connolly, Ph.D  
Director of Special Services  
[jennifer.connolly@warwickschools.org](mailto:jennifer.connolly@warwickschools.org)  
401-734-3059

Christine Cobb, Assistant Director  
[christine.cobb@warwickschools.org](mailto:christine.cobb@warwickschools.org)  
401-734-3054

Jennifer Roy, Assistant Director  
[jennifer.roy@warwickschools.org](mailto:jennifer.roy@warwickschools.org)  
401-734-3053

To: Anthony Ferrucci, Exe. Director of Finance & Operations

From: Jennifer Connolly, PhD, Director of Special Services

Date: 04/3/19

Subject: Mediation

I am writing to request the services of Coastline EAP, the Employee Assistance Program to help support mediation between two teachers in order to help support them collaborate more effectively in supporting their students. Both teachers and the Special Services Department have been working together to resolve differences and have reached the point where an outside expert is needed.

Both employees have met with a trained mediator to discuss the mediation process and have agreed to the mediation. The mediator has proposed 3 sessions, and the teachers and Special Services staff would like to plan for a fourth session so that Teaching Assistants in both classrooms may participate in Conflict Resolution Training at the end of the mediation if deemed necessary.

The total cost for the mediation would be \$1,200.00, which would include 4 sessions at \$300.00 per session.

I am happy to answer any questions you may have about this mediation. Thank you for your consideration.

Jennifer F. Connolly, PhD