

Appendix 1.1: Researcher/Volunteer Police Intake Sheet

This was used to record interactions that took place during walk-in visits to police stations.

Town	
Date	Time of Day
Your Name	

Did they:	yes	no	If yes, please explain
ask your name?			
ask your reason for request?			
ask for your driver's license?			

Who did you talk to? (try to note name or badge)	comments
name 1	
name 2	

Did you get the initial arrest report?	Check one	comments
They released the initial arrest report		
They denied the initial arrest report		
They committed to releasing the arrest report		

When will you receive the report according to the police?	Date: _____
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Notes Section: Please record a detailed description of your visit to the police.	
(continue on back if needed)	
How much charged per page?	Total \$:
How much charged per hour of police time?	
Mail Completed form to:	

APPENDIX

Appendix 1.2: Police City and Town Data

BW = Brown student walk-in , CL = Common Cause letter request, CW = Common Cause Walk-in

CITY/TOWN	Code	Received	ASK	ASK	ASK	\$ per PAGE	TOTAL	SSN	VIC	NARRATIVE	JUVENIL
		Record	NAME?	REASON?	LICENSE?	CHARGED	SSN	SSN	INFO		
Barrington	BW	YES	YES	YES	NO	\$0.00	\$0.00	YES	YES	NO	NO
Barrington	CL	NO									
Barrington	CW	NO	YES	YES	NO						
Bristol*	BW	*	YES	YES	NO						
Bristol	CL	NO									
Bristol	CW	NO	NO	NO	NO						
Burrillville	BW	YES	YES	YES	NO	\$0.00	\$0.00	YES	YES	YES	NO
Burrillville	CL	YES				\$0.00	\$0.00	YES	YES	YES	YES
Burrillville	CW	YES	YES	NO	NO	\$0.00	\$0.00	YES	YES	YES	NO
Central Falls	BW	YES	YES	YES	NO	\$0.00	\$0.00	NO	NO	NO	NO
Central Falls	CL	NO									
Central Falls	CW	YES	NO	YES	NO	\$0.00	\$0.00	NO	NO	YES	NO
Charlestown	BW	YES	NO	NO	NO	\$0.00	\$0.00	NO	NO	YES	NO
Charlestown	CL	YES				\$0.00	\$0.00	NO	NO	YES	NO
Charlestown	CW	YES	NO	YES	NO	\$0.00	\$0.00	NO	NO	YES	NO
Coventry	BW	YES	NO	NO	NO	\$0.00	\$0.00	NO	NO	NO	NO
Coventry	CL	YES				\$0.00	\$0.00	NO	NO	NO	NO
Coventry	CW	YES	YES	NO	NO	\$0.00	\$0.00	NO	NO	NO	NO
Cranston	BW	YES	YES	YES	NO	\$0.15	\$0.60	NO	NO	YES	NO
Cranston	CL	YES				\$0.17	\$1.00	NO	NO	YES	NO
Cranston	CW	YES	YES	YES	NO	\$0.15	\$0.60	NO	NO	YES	NO
Cumberland	BW	YES	YES	YES	NO	\$0.00	\$0.00	YES	NO	NO	NO
Cumberland	CL	NO									
Cumberland	CW	NO	NO	YES	NO						
East Greenwich	BW	YES	NO	YES	NO	\$0.00	\$0.00	NO	NO	NO	NO
East Greenwich	CL	YES				\$0.00	\$0.00	NO	NO	NO	NO
East Greenwich	CW	YES	NO	YES	NO	\$0.00	\$0.00	NO	NO	NO	NO
East Providence	BW	YES	YES	YES	NO	\$0.00	\$0.00	YES	YES	YES	NO
East Providence	CL	YES				\$0.00	\$0.00	YES	YES	YES	NO
East Providence	CW	YES	YES	YES	NO	\$0.00	\$0.00	YES	NO	YES	NO
Foster	BW	YES	YES	NO	YES	\$0.00	\$0.00	YES	YES	YES	NO
Foster	CL	NO									
Foster	CW	YES	YES	YES	YES	\$0.00	\$0.00	YES	YES	YES	YES
Glocester	BW	YES	YES	YES	NO	\$0.00	\$0.00	NO	NO	YES	NO
Glocester	CL	NO									
Glocester	CW	NO	YES	YES	NO						
Hopkinton	BW	YES	YES	YES	NO	\$0.00	\$0.00	YES	NO	YES	NO
Hopkinton	CL	NO									
Hopkinton	CW	NO	YES	YES	NO						
Jamestown	BW	YES	NO	NO	NO	\$0.00	\$0.00	YES	NO	NO	NO
Jamestown*	CL	*									
Jamestown	CW	YES	YES	YES	NO	\$0.00	\$0.00	NO	NO	YES	NO
Johnston	BW	YES	YES	YES	NO	\$1.00	\$2.00	NO	NO	YES	NO
Johnston	CL	NO									
Johnston	CW	YES	YES	YES	NO	\$0.50	\$1.00	NO	NO	YES	NO
Lincoln	BW	NO	NO	NO	NO						
Lincoln	CL	NO									
Lincoln	CW	NO	NO	YES	NO						
Little Compton	BW	YES	YES	YES	YES	\$0.00	\$0.00	NO	NO	YES	NO
Little Compton*	CL	YES				\$0.00	\$0.00	YES	NO	*	NO
Little Compton	CW	YES	YES	YES	YES	\$0.00	\$0.00	NO	NO	YES	NO
Middletown	BW	YES	NO	NO	NO	\$0.00	\$0.00	YES	YES	YES	NO
Middletown	CL	YES				\$0.00	\$0.00	YES	YES	YES	NO
Middletown	CW	YES	NO	NO	NO	\$0.08	\$0.15	YES	YES	YES	NO

APPENDIX

CITY/TOWN	Code	Received Record	ASK NAME?	ASK REASON?	ASK LICENSE?	\$ per PAGE	PAGE TOTAL CHARGED	SSN	VIC SSN	NARRATIVE	JUVENILE INFO
N. Providence	BW	YES	YES	YES	NO	\$1.66	\$5.00	YES	NO	YES	NO
N. Providence	CL	NO									
N. Providence	CW	YES	YES	YES	NO	\$1.00	\$5.00	YES	NO	YES	YES
Narragansett	BW	NO	NO	YES	NO						
Narragansett	CL	NO									
Narragansett	CW	YES	YES	YES	NO	\$2.00	\$2.00	YES	NO	NO	NO
Newport	BW	YES	NO	YES	NO	\$0.15	\$0.15	YES	NO	NO	NO
Newport	CL	NO									
Newport	CW	YES	NO	NO	NO	\$0.15	\$0.15	YES	NO	NO	NO
North Kingstown	BW	YES	NO	NO	NO	\$0.00	\$0.00	YES	NO	YES	YES
North Kingstown	CL	YES				\$0.00	\$0.00	YES	YES	YES	YES
North Kingstown	CW	YES	NO	NO	NO	\$0.00	\$0.00	YES	NO	YES	YES
North Smithfield	BW	YES	YES	YES	YES	\$0.00	\$0.00	NO	NO	NO	NO
North Smithfield	CL	YES				\$0.00	\$0.00	NO	NO	NO	NO
North Smithfield	CW	YES	YES	NO	YES	\$0.00	\$0.00	YES	NO	YES	NO
Pawtucket	BW	YES	NO	NO	YES	\$0.15	\$0.75	YES	NO	YES	NO
Pawtucket	CL	NO									
Pawtucket	CW	YES	NO	NO	YES	\$0.15	\$0.60	YES	NO	YES	NO
Portsmouth	BW	YES	NO	NO	NO	\$0.25	\$1.00	YES	YES	YES	YES
Portsmouth	CL	YES				\$0.00	\$0.00	YES	NO	YES	NO
Portsmouth	CW	YES	NO	NO	NO	\$0.33	\$1.00	YES	NO	YES	YES
Providence	BW	YES	NO	NO	NO	\$0.15	\$0.30	NO	NO	YES	NO
Providence	CL	NO									
Providence	CW	NO	NO	YES	NO						
Richmond	BW	YES	YES	YES	NO	\$0.00	\$0.00	YES	NO	NO	NO
Richmond	CL	YES				\$0.00	\$0.00	YES	NO	NO	NO
Richmond	CW	YES	NO	NO	NO	\$0.00	\$0.00	YES	NO	NO	NO
Scituate	BW	YES	NO	NO	NO	\$0.15	\$0.75	NO	NO	YES	NO
Scituate	CL	NO									
Scituate	CW	YES	NO	YES	NO	\$0.15	\$0.45	NO	NO	YES	NO
Smithfield	BW	YES	YES	YES	NO	\$0.00	\$0.00	YES	NO	NO	NO
Smithfield	CL	YES				\$0.00	\$0.00	YES	NO	NO	NO
Smithfield	CW	YES	YES	YES	YES	\$0.00	\$0.00	NO	NO	NO	NO
South Kingstown	BW	YES	NO	NO	NO	\$0.15	\$0.60	NO	NO	YES	NO
South Kingstown	CL	YES				\$0.13	\$1.00	NO	NO	YES	NO
South Kingstown	CW	YES	NO	NO	NO	\$0.15	\$0.60	NO	NO	YES	NO
Tiverton	BW	YES	YES	YES	NO	\$0.00	\$0.00	YES	NO	NO	NO
Tiverton	CL	YES				\$0.00	\$0.00	NO	NO	NO	NO
Tiverton	CW	YES	YES	YES	NO	\$0.00	\$0.00	YES	YES	NO	NO
W. Warwick	BW	YES	YES	YES	NO	\$0.00	\$0.00	NO	NO	NO	NO
W. Warwick	CW	NO	YES	YES	NO						
W. Warwick	CL	NO									
Warren	BW	NO	NO	YES	NO						
Warren	CL	YES				\$0.71	\$5.00	YES	NO	YES	NO
Warren	CW	NO	NO	NO	NO						
Warwick	BW	YES	NO	YES	NO	\$0.15	\$1.20	YES	NO	YES	YES
Warwick	CL	YES				\$0.71	\$5.00	YES	NO	YES	NO
Warwick	CW	YES	NO	NO	NO	\$0.15	\$1.85	YES	NO	YES	YES
West Greenwich	BW	NO	NO	YES	NO						
West Greenwich	CL	NO									
West Greenwich	CW	NO	YES	YES	NO						
Westerly	BW	YES	YES	YES	NO	\$0.00	\$0.00	YES	NO	YES	YES
Westerly	CL	YES				\$0.00	\$0.00	YES	NO	YES	NO
Westerly	CW	YES	YES	NO	NO	\$0.00	\$0.00	YES	NO	YES	NO
Woonsocket	BW	NO	YES	YES	NO						
Woonsocket	CL	NO									
Woonsocket	CW	NO	YES	YES	NO						

APPENDIX

Appendix 2.1: Municipal Legal Claims City and Town Cases

City/Town (Request #)	Docket Number	Case Name	Case Type	Date
Barrington (1)	PC19970153	J. Robert Pesce vs. Town of Barrington	EXCESSIVE TAX	1/28/98
Bristol (1)	PC19946299	RI Depco vs. John A. Pagliarini, Tax Assessor	EXCESSIVE TAX	2/6/97
Bristol (2)	PC19951863	Pauline Silva vs. Town of Bristol	ASSAULT AND BATTERY	10/10/96
Burrillville (1)	PC19896622	Ben Franklin Realty, Inc v. Town of Burrillville, et al	EXCESSIVE TAX	4/10/92
Burrillville (2)	PC19947060	Debra Brissette, et al v. Town of Burrillville	PERSONAL INJURY	8/6/96
Central Falls (1)	PC19942511	Ronald Harnois v. Central Falls	ASSAULT	3/31/98
Central Falls (2)	PC19906932	Claire Simpson et al v. Central Falls School Department	PERSONAL INJURY	9/18/92
Charlestown (1)	N/A	Daniel J. Shanley vs. Town of Charlestown	CONTRACT DAMAGES	N/A
Charlestown (2)	N/A	Clement Stapleton vs. Town of Charlestown, Town Council, Treasurer	CONTRACT DAMAGES	N/A
Coventry (1)	KC19891467	Lawrence Devine vs. Town of Coventry	PERSONAL INJURY	8/3/95
Coventry (2)	KC19920339	Mill Realty vs. Patricia Picard, Tax Assessor	EXCESSIVE TAX	9/16/94
Cranston (1)	N/A	David J. Canerpari vs. Carlo Del Bonis	EXCESSIVE TAX	N/A
Cranston (2)	N/A	William Lynch vs. City of Cranston	PERSONAL INJURY	N/A
Cumberland (1)	PC19917292	Vladir Clemente, et al v. The Town of Cumberland	PERSONAL INJURY	2/22/93
Cumberland (2)	PC19930717	G & S Realty and Renting v. Wendell Wilkie, Assessor	EXCESSIVE TAX	8/5/97
East Greenwich (1)	19931121	Minnesota Associates vs. East Greenwich Tax Assessor	EXCESSIVE TAX	12/30/96
East Greenwich (2)	KC19960189	Robin Castaldi vs. Town of East Greenwich	LIBEL/SLANDER	7/3/97
East Providence(1)	PC19980871	Organic Dyestuffs Corporation, Inc. vs. Alberto Ereio, Tax Assessor	EXCESSIVE TAX	4/28/98
East Providence(2)	PC19960109	Donna Beauregard vs. City of East Providence	PERSONAL INJURY	5/17/96
Exeter (1)	N/A	Caroline Karp vs. John Larner	MALPRACTICE/LEGAL	N/A
Foster (1)	PC19862915	Susan Lions vs. Town of Foster	PERSONAL INJURY	1/17/92
Foster (2)	N/A	Brenda Rambone vs. Janice Goins...Foster-Glocester Regional School District	PERSONAL INJURY	N/A
Glocester (1)	PC19893933	Deborah Dickson vs. Town of Glocester	REAL PROPERTY	9/19/96
Glocester (2)	PC19943755	Normand Ross vs. Town of Glocester	PERSONAL INJURY	4/6/95
Hopkinton (1)	N/A	Joseph Demarco vs. Town of Hopkinton	EXCESSIVE TAX	N/A
Hopkinton (2)	N/A	RI Depositors Economic Protection Corporation vs. Town of Hopkinton	CREDIT UNION	N/A
Jamestown (1)	NC19950526	Dennis Jaseau vs. Donna A. Barker	PERSONAL INJURY	8/8/96
Johnston (1)	PC19921380	IBM Credit Corp. vs. Elaine Ricciardelli	EXCESSIVE TAX	7/2/93
Johnston (2)	PC19923556	Richard Dorsey vs. Town of Glocester	LIBEL	3/15/95
Lincoln (1)	PC19904623	Robert E. O'Rourke v. Donald Danjou	PERSONAL INJURY-VEHICLE	4/7/92
Lincoln (2)	PC19951985	Bernard F. Beaugregard v. Town of Lincoln	EXCESSIVE TAX	12/18/95
Little Compton(1)	NC19910682	Joseph E. Cotta, Jr. vs. Tax Assessor of Town of Little Compton	EXCESSIVE TAX	7/24/92
Little Compton (2)	PC19923200	Mark Alves vs. Martha Souther, Treasurer	PERSONAL INJURY	6/18/96
Middletown (1)	NC19940173	William and Carol Gormly vs. Town of Middletown	EXCESSIVE TAX	5/9/96
Middletown (2)	NC19850193	Donna Lee Walters vs. Middletown School Committee	PERSONAL INJURY	1/8/93
Narragansett (1)	WC19970542	Namcook Community Association vs. Town of Narragansett	EXCESSIVE TAX	10/15/97
Narragansett (2)	WC19930023	Matthew Eddy vs. Christopher Coppia (School Committee Chairperson)	PERSONAL INJURY	6/2/94
Newport (1)	NC19870517	NOS Limited Partnership vs. City of Newport	EXCESSIVE TAX	3/4/96
Newport (2)	NC19910360	Phyllis M. Martin vs. City of Newport	PERSONAL INJURY	12/9/94
North Kingstown (1)	WC19960490	Susan Hartnett vs. Leo Maynard	CONTRACT DAMAGES	7/27/97
North Kingstown (2)	PC19940822	Linda Simmons vs. Town of North Kingstown	PERSONAL INJURY	12/16/94
North Providence (1)	PC19944983	Steven Perlow vs. Richard Leone	EXCESSIVE TAX	10/28/94
North Providence (2)	PC19932908	Ronald Ashley vs. Madeline Ferranti	PERSONAL INJURY	1/5/98
North Smithfield (1)	PC19963671	Edgecomb Metals Co. vs. North Smithfield et al	EXCESSIVE TAX	10/1/98
North Smithfield (2)	PC19955730	Alfred Hebert v. North Smithfield Town Council	REAL PROPERTY	6/24/96
Pawtucket (1)	PC19953664	Queen City Paper Co. & David L. Quinn II	EXCESSIVE TAX	1/17/96
Pawtucket (2)	PC19905190	Marie Burlingham v. Christine Tague, et al	PERSONAL INJURY	1/27/95
Portsmouth (1)	NC19970155	Grumman Allied Industries, Inc. vs. Portsmouth Tax Assessor	EXCESSIVE TAX	7/23/98
Portsmouth (2)	NC19940357	Ian Louis Dijkstra vs. Donna Barker, Treasurer	PERSONAL INJURY	12/12/95
Providence (1)	PC19955337	Sand Hill Realty Trust vs. Thomas P. Rossi, Tax Assessor	EXCESSIVE TAX	6/5/96
Providence (2)	PC19960044	Louis Demelo, Jr. vs. RI Surveillance, City of Providence	SEXUAL HARASSMENT	6/6/96
Richmond (1)	N/A	Richard J. Manfredi vs. John Bergantini	EXCESSIVE TAX	N/A
Richmond (2)	N/A	Equi-Financial LP vs. JC Appraisal Plus Inc.	PERSONAL INJURY	N/A
Scituate (1)	PC19891023	Geraldine Portrais vs. Brian Blanch	PERSONAL INJURY	10/15/92
Scituate (2)	PC19901303	Wayne Resmini vs. Town of Scituate	PERSONAL INJURY	6/14/95
Smithfield (1)	PC19931814	New England Container Case v. Fred Rogan	EXCESSIVE TAX	5/19/94
Smithfield (2)	PC19955452	Jennifer St. Andre v. Smithfield Police Department	CIVIL RIGHTS/JOB DISCRIMINATION	12/22/95
South Kingstown (1)	N/A	N/A	EXCESSIVE TAX	N/A
South Kingstown (2)	N/A	John Feroce vs. South Kingston	PERSONAL INJURY	N/A
Tiverton (1)	NC19940053	Americo Zinno vs Stephen Flanagan, Tiverton Tax Assessor	EXCESSIVE TAX	8/5/96
Tiverton (2)	NC19960229	Christine Arrugo vs. Eric Gifford, Town of Tiverton	PERSONAL INJURY	12/22/97
Warren (1)	PC19917319	James A. Ruggieri vs. Wayne Brown	EXCESSIVE TAX	3/24/92
Warren (2)	PC19940381	Leslie Formisano vs. Norma MacDonald	PERSONAL INJURY	3/3/98
Warwick (1)	KC19920298	Mary Wood vs. Joseph W. Salvatore	PERSONAL INJURY	8/23/95
Warwick (2)	KC19940480	Richard A. Sinapi vs. City of Warwick, et al	EXCESSIVE TAX	10/10/95
West Greenwich (1)	N/A	Dina Rhodes vs. Town of West Greenwich	PERSONAL INJURY	N/A
West Greenwich (2)	N/A	Joyce Jones vs. Marc Disalvo	PERSONAL INJURY	N/A
West Warwick (1)	KC19920269	Midland Imports vs. John Pagliarini	EXCESSIVE TAX	7/29/93
West Warwick (2)	KC19890305	Cheryl Grenon vs. Town of West Warwick	PERSONAL INJURY	4/4/94
Westerly (1)	N/A	Almecs vs. Town of Westerly	EXCESSIVE TAX	N/A
Westerly (2)	N/A	Mario J. Turco vs. Town of Westerly	N/A	N/A
Woonsocket (1)	PC19896551	Rhode Island Industrial Facilities, et al v. City of Woonsocket	EXCESSIVE TAX	8/23/96
Woonsocket (2)	KC19940835	Stephen F. Pezzulo et al v. City of Woonsocket	PERSONAL INJURY	12/23/96

Appendix 3.1: School Districts Interview Questions

These were the questions posed to school committee members during interviews.

- 1) How long have you been on the committee?
- 2) How long have you been the chairman/woman of the committee?
- 3) When and how often does your committee meet? What is the difference between regular sessions, work sessions, emergency meetings, etc.? [tailored to terminology of individual town] Are they all open to the public or do they have special exceptions?
- 4) How frequently does your committee meet in closed session? Is a portion of every meeting closed or is it less often? Do the closed portions of your meetings occur before, after or during your regular sessions? Are they ever held on a separate night?
- 5) If you have questions about how to comply with the Open Meetings Law, do you have somebody (such as a legal counsel) who you go to? How do you keep apprised of changes in the law?
- 6) While the open meetings law specifies several circumstances in which public bodies *may* go into executive session, there is considerable room for committees to use their own discretion in deciding when to go into executive session and when to remain in open session. How do you decide which matters to discuss in open session and which to discuss in executive session? More specifically. . .

The Open Meetings Law specifies seven purposes for which a meeting may be closed. We are interested in how frequently you find yourself using each category, and in getting a better sense of which kind of issues fall under each one.

(1) "Any discussion of the job performance, character, or physical or mental health of a person or persons provided that such person or persons affected shall have been notified in advance in writing and advised that they may require that the discussion be held at an open meeting."

- a) Over the course of a year, about how often is this section cited?
Almost Always (10+) Frequently (5-9) Occasionally (2-4) Rarely (1) Never
numbers in parenthesis assume about 12 meetings per year
- b) What types of issues or decisions are considered in this category?

(2) "Sessions pertaining to collective bargaining or litigation, or work sessions pertaining to collective bargaining or litigation."

- a) Over the course of a year, about how often is this section cited?
Almost Always (10+) Frequently (5-9) Occasionally (2-4) Rarely (1) Never
- b) What types of issues or decisions are considered in this category?

(3) "Discussion regarding the matter of security including but not limited to the deployment of security personnel or devices."

- a) Over the course of a year, about how often is this section cited?
Almost Always (10+) Frequently (5-9) Occasionally (2-4) Rarely (1) Never
- b) What types of issues or decisions are considered in this category?

(4) "Any investigative proceedings regarding allegations of misconduct, either civil or criminal."

- a) Over the course of a year, about how often is this section cited?
Almost Always (10+) Frequently (5-9) Occasionally (2-4) Rarely (1) Never
- b) What types of issues or decisions are considered in this category?

(5) "Any discussions or considerations related to the acquisition or lease of real property for public purposes, or of the disposition of publicly held property wherein advanced public information would be detrimental to the interest of the public."

- a) Over the course of a year, about how often is this section cited?
Almost Always (10+) Frequently (5-9) Occasionally (2-4) Rarely (1) Never
- b) What types of issues or decisions are considered in this category?

(6) "Any discussions related to or concerning a prospective business or industry locating in the state of Rhode Island when an open meeting would have a detrimental effect on the interest of the public."

- a) Over the course of a year, about how often is this section cited?
Almost Always (10+) Frequently (5-9) Occasionally (2-4) Rarely (1) Never
- b) What types of issues or decisions are considered in this category?

(7) "A matter related to the question of the investment of public funds where the premature disclosure would adversely affect the public interest. Public funds shall include any investment plan or matter related thereto, including but not limited to state lottery plans for new promotions."

- a) Over the course of a year, about how often is this section cited?
Almost Always (10+) Frequently (5-9) Occasionally (2-4) Rarely (1) Never
- b) What types of issues or decisions are considered in this category?

(8) "Any executive sessions of a local school committee exclusively for the purposes (a) of conducting student disciplinary hearings or (b) reviewing other matters which relate to the privacy of students and their records, provided, however, that any affected student shall have been notified in advance in writing and advised that he or she may require that the discussion be held in an open meeting."

- a) Over the course of a year, about how often is this section cited?
Almost Always (10+) Frequently (5-9) Occasionally (2-4) Rarely (1) Never
- b) What types of issues or decisions are considered in this category?

*c) How do you notify an individual such as a student or teacher when you will be discussing their case? Who would be in charge of the notification? Is the individual under discussion encouraged or prohibited from attending the meeting if it is held in executive session?

7) Do you ever take votes in executive session, or is it used mainly for purposes of discussion? If votes are taken in executive session, how is the decision made public?

8) Do you have a procedure for sealing and unsealing executive minutes? Should I be able to obtain copies of unsealed executive minutes? (If in your town minutes do not appear to be sealed, then ask whether they seal them in executive session).

9) What do you view as the main purpose of executive sessions? Do your sessions fulfill that goal?

10) In general, how do you handle public comment? What do you think is the best way for a citizen to raise an issue to the school committee? How much participation is there from the public? Would you prefer more, less? Are you doing anything to bring about that change?

APPENDIX

Appendix 3.2: School Districts Teacher Evaluation & Professional Development Protocol

Teacher Evaluations and Professional Development:
Protocol for Phone Call and Visit

PLEASE READ CAREFULLY BEFORE MAKING YOUR CALL
If you have any questions, feel free to call us.

This component should be done by December 18th. Your goal is to get a blank teacher evaluation form, and copies of the policies for both teacher evaluation procedures and professional development. Your tone should be polite, but not overly formal (as if you were a parent curious about your child's school rather than somebody conducting a study). Please record what happens during your phone conversation and visit on the attached sheet.

Note, for the integrity of the study:

If the person you speak to over the phone or during your visit wants to know who you are or why you want this information, you should:

- give your name if you are comfortable doing so.
- say you are a local citizen interested in the schools.
- say, "I am interested in knowing what standards are expected of teachers."
- not reveal that we are doing a study, but do not give false information.

Step 1: Make the Call

Call your town high school's main office (see attached phone number).

"Hello. (you can introduce yourself by name if you choose). I have some questions about how teachers are evaluated at _____ High School and the opportunities they have to improve their skills. Could you direct me to somebody who can tell me about this?"

Step 2: Ask Questions

RECORD ANSWER AFTER EVERY QUESTION

If you are directed to somebody else (for example, an administrator such as the principal/headmaster or somebody in the superintendent's office), repeat that you have some questions about the school's policy on teacher evaluations. Ask:

1)"I am looking for information about how teachers are evaluated. Do you have a written form that you use to evaluate teachers?"

If so, "Can I get a copy of a blank form? I would be happy to come pick it up." (Find out when and where the copies will be available if they don't have one on hand.)

If they say that its personal information about teachers that you cannot have, respond, "I'm not looking for information about a specific teacher, I'm interested in a blank form that would be used with all teachers."

If they say that there are different forms for tenured and non-tenured teachers, respond, "Can I have a copy of both forms?"

2)"Do you have any other written policy information on teacher evaluations?" (like how often teachers are evaluated, who does the evaluation etc.)

If so, "Can I get a copy of that? I would be happy to come pick it up."

3)"I am also interested in how teachers are encouraged to improve their teaching skills. More specifically, does the school require teachers to participate in any professional development activities?"

If not, "How does the school encourage teachers to participate in professional development activities?" (Are there opportunities available for conferences, workshops, or in-service days for teachers?)

4) "Is the school's policy on professional development available in writing?" (note: it may be called "Educational Leave," or "Professional Growth" etc.)

If so, "Can I get a copy?" (again, offer to come into the office to pick it up)

Step 3: Ending Conversation

1)Make sure before ending your phone conversation that you ask where and when to pick up any available written information (i.e. the blank teacher evaluation form, and the written policy on professional development).

2)If the person has not yet told you their name, say "In case I have more questions, could I have your name and number?"

Step 4: The Visit

The visit only involves picking up the materials you asked for on the phone. Please, when you go in, keep in mind the integrity of the study (see instructions at the top of the page).

Step 5: Returning the Information

Mail everything you received to Maria Fusaro (address noted on cover letter) as soon as possible. Thank you!

Appendix 3.2: School Districts Observed School Committee Minutes

Barrington	August 27th, 1998-December 3rd, 1998
Bristol-Warren	August 8th, 1998-November 30th, 1998
Burrillville	August 25th, 1998-December 8th, 1998
Central Falls	October 5th, 1998-December 21st, 1998
CHARIHO	August 18th, 1998-January 11th, 1999
Coventry	August 18th, 1998-December 16th, 1998
Cranston	August 17th, 1998-December 16th, 1998
Cumberland	July 9th, 1998-December 10th, 1998
East Greenwich	July 13th, 1998-November 19th, 1998
East Providence	August 3rd, 1998-December 16th, 1998
Exeter-West Greenwich	August 18th, 1998-January 12th, 1999
Foster-Glocester	August 4th, 1998-December 1st, 1998
Jamestown	August 6th, 1998-December 17th, 1998
Johnston	August 11th, 1998-December 8th, 1998
Lincoln	August 12th, 1998-December 14th, 1998
Little Compton	July 14th, 1998-January 4th, 1999
Middletown	August 20th, 1998-November, 12th, 1998
Narragansett	July 16th, 1998-December 16th, 1998
Newport	August 6th, 1998-December 16th, 1998
North Kingstown	August 4th, 1998-January 19th, 1999
North Providence	August 26th, 1998-December 16th, 1998
North Smithfield	September 15th, 1998-December 15th, 1998
Pawtucket	August 11th, 1998-December 15th, 1998
Portsmouth	August 4th, 1998-January 12th, 1999
Providence	August 24th, 1998-January 25th, 1999
Scituate	August 4th, 1998-November 10th, 1998
Smithfield	August 3rd, 1998-January 19th, 1999
South Kingstown	August 25th, 1998-January 12th, 1999
Tiverton	August 11th, 1998-December 8th, 1998
Warwick	July, 1st, 1998-January 12th, 1999
Westerly	August 19th, 1998-December 16th, 1998
West Warwick	August 17th, 1998-December 9th, 1998
Woonsocket	August 12th, 1998-January 13th, 1999