

SCHOOL COMMITTEE MEETING

MONDAY, DECEMBER 17, 2007

WESTERN HILLS MIDDLE SCHOOL

400 PHENIX AVENUE

EXECUTIVE SESSION: 6:00 P.M.

PUBLIC SESSION: 7:00 P.M.

MINUTES

The regular monthly meeting of the Cranston School Committee was held on the evening of the above date at Western Hills Middle School with the following members present: Mr. Archetto, Mrs. Greifer, Ms. Iannazzi, Mr. Lombardi, Mr. Stycos, Mrs. Tocco-Greenaway, and Mr. Traficante. Also present were Mr. Scherza, Mr. Nero, Mr. Votto, Mrs. Lundsten, and Mr. Laliberte.

The meeting was called to order at 6:10 p.m. It was moved by Mr. Archetto, seconded by Mr. Stycos and unanimously carried that the members adjourn to Executive Session pursuant to RI State Laws PL 42-46-5(a)(1) Personnel and PL 42-46-5(a)(2) Collective Bargaining and Litigation (Possible Litigation – Caruolo Action).

Chairman Traficante reconvened public session at 7:10 p.m. He noted that no vote was taken in Executive Session.

Chairman Traficante asked for a moment of silence for Mr. Richard

Beauvais's son who passed away recently. Mr. Beauvais is a long-time teacher in Cranston Public Schools serving the district for the past thirty plus years.

The roll was called and the Pledge of Allegiance conducted.

I. Executive Session Minutes Sealed – December 17, 2007

Moved by Mrs. Greifer, seconded by Mr. Lombardi and unanimously carried that the December 17, 2007 Executive Session minutes remain confidential.

II. Minutes of Previous Meetings Approved: October 29, 2007; November 14, 2007; November 19, 2007

Moved by Mr. Lombardi, seconded by Mrs. Greifer and unanimously carried that the minutes of October 29, 2007, November 14, 2007, and November 19, 2007 be approved.

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III. Public Acknowledgements / Communications

Chairman Traficante stated that on January 3, 2008 at 7:00 p.m. at Western Hills Middle School the Middle School Subcommittee will

report to the Cranston School Committee. Public comment will be permitted. There will be a full committee meeting on Monday, January 14, 2008 at Western Hills Middle School. The middle school issue will be addressed, and there will be public comment.

IV. Chairperson Communications

a. Middle School Sub-Committee Report to School Committee on Their Findings

This report did not take place. It will take place on January 3, 2008 at 7:00 p.m. at Western Hills Middle School

V. Superintendent Communications

Superintendent Scherza wished everyone a wonderful Holiday Season. He indicated that he wished to report on something that shows how good some of the Cranston Public Schools' employees are. Last Thursday, there was inclement weather, and there was gridlock around the state. All school districts had travel issues with getting their students home. The Providence Journal reported that Cranston did a good job in getting their students home. He would be remiss if he did not report that Mr. Zisseron and his staff were phenomenal. They were making up routes for those buses that could not get through. They remained at work until the last bus driver reported that their students were home safe. The last student was dropped off at approximately 5:30 p.m. Mr. Votto and Mr. Nero stayed

with Mr. Scherza to field the calls. No one left until they received word from the drivers that the last student was dropped off. He thanked them all for doing a remarkable job.

VI. School Committee Member Communications

Mr. Archetto noted that he received a couple of phone calls from his constituents about Thursday's storm. One person asked why school wasn't closed in the middle of the day. Mr. Scherza responded that according to the Rhode Island Department of Education regulations, the district has to complete four hours of instruction so it cannot have a delay or closure of more than one hour. In other states it is allowed but not in Rhode Island. If he were to close school for the day before school started, it would be added at the end of the school year. Once the school day is started and students are sent home more than one hour before school ends, they have to pay the staff for the full day. It would cost approximately \$400,000 for a day's salary plus adding an additional work day on to the end of the year. On Thursday there was no way to predict the gridlock. The traffic wasn't moving. Mr. Archetto brought one case to his attention, and

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he had received an e-mail. One student had a physical condition without medication, but he did get home in plenty of time. He thanked Mr. Archetto for bringing this up. After a major incident such as this one last week, administration has a debriefing and asks what

happened and what they should have done.

Mr. Stycos reported that with regard to the Wellness Committee every School Committee member appointed a parent to serve. They have not been attending the meetings. He indicated to the committee members that they can change the person who represents their ward because they could use some additional parents on the committee.

Mr. Scherza remarked that Mr. Stycos brought up a good point. It is crucial that the district has participation on this committee because there are significant resources available for the school department. The district is in line for some substantial grants, and lack of participation could hinder them as they go along.

Mrs. Greifer reported that with regard to Resolution No. 07-12-14, this month's grant application total is just under \$338,000.

VII. Public Hearing

a. Students (Agenda/Non-agenda Items)

b. Members of the Public (Agenda Matters Only)

There were no students who wished to speak on agenda or non-agenda items.

There was no one from the public who wished to speak on an agenda item.

VIII. Consent Calendar / Consent Agenda

The following resolutions fall under the Consent Agenda:

No.'s 07-12-1, 07-12-2, 07-12-3, 07-12-4, 07-12-5, 07-12-6, 07-12-7, 07-12-8, 07-12-9, 07-12-10, 07-12-11, 07-12-12, 07-12-13, 07-12-16, 07-12-17, 07-12-18, 07-12-19, and 07-12-20.

NO. 07-12-1 - RESOLVED, that at the recommendation of the Superintendent, the following certified personnel be appointed as substitutes on a temporary basis as needed:

Margaret Engvall Music, PK-12

Nexcy Perez Secondary Spanish

Laura DiMaio Secondary Science

Mary Keenan Social Studies

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NO. 07-12-2 – RESOLVED, that at the recommendation of the Superintendent, the following certified staff member be granted a leave of absence without compensation as provided in Article XIX, Section B of the Master Agreement between the Cranston School

Committee and the Cranston Teachers' Alliance:

Alaysha Snowman, Teacher

Cranston High School West

Effective Dates: January 2008 to September 2009

Amy Vaage, Teacher

Park View Middle School

Effective Dates: January 2008 to September 2009

NO. 07-12-3 - RESOLVED, that at the recommendation of the Superintendent, the following individuals be appointed as athletic coaches:

Dina Cesana, Head Girls' Indoor Track, Cranston High School West

Step – 7

Class – B

Playing Competition – High School

Experience – Western Hills Middle School

Certification – Rhode Island Coaches Certification; CPR/AED/First Aid Certified

Meghan Reynolds, Assistant Girls' Indoor Track, Cranston High School West

Step – 1

Class – D

Playing Competition – Lincoln High School

Experience – Recreational

Certification - Rhode Island Coaches Certification; CPR/AED/First Aid Certified

Carl Bishop, Assistant Boys' Indoor Track, Cranston High School East

Step – 7

Class – D

Playing Competition – Springfield College

Experience – Cranston High School East Boys' Track Coach

Certification - Rhode Island Coaches Certification; CPR/AED/First Aid Certified

Michael Crudale, Head Boys' Indoor Track, Cranston High School East

Step – 7

Class – B

Playing Competition – High School

Experience – Cranston High School East Assistant Track Coach

Certification – Rhode Island Coaches Certification; CPR/AED/First Aid Certified

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NO. 07-12-4 – RESOLVED, that at the recommendation of the

Superintendent, the following individual be re-appointed as an athletic coach:

CRANSTON HIGH SCHOOL WEST

James Royal Assistant Wrestling

NO. 07-12-5 - RESOLVED, that at the recommendation of the Superintendent, the following individual be appointed as a volunteer coach:

Carl Chiulli, Boys' Basketball, Cranston High School East

NO. 07-12-6 - RESOLVED, that at the recommendation of the Superintendent, the resignation of the following coach be accepted:

Sheila Lagasse, Head Girls' Indoor Track

Cranston High School West

Effective Date: November 26, 2007

NO. 07-12-7 – RESOLVED, that at the recommendation of the Superintendent, said non-certified personnel be recalled from layoff, and

Be it further RESOLVED that the Superintendent notify those individuals of the Committee's actions.

NO. 07-12-8 - RESOLVED, that at the recommendation of the Superintendent, the following non-certified staff member be granted a leave of absence without

compensation as provided in Article XII, Section D of the Master Agreement between the Cranston School Committee and the Cranston Teachers' Alliance (Technical Assistants):

Pauline Traficante, Technical Assistant

December 2007 to September 2008

NO. 07-12-9 – RESOLVED, that at the recommendation of the Superintendent, the following non-certified staff member be granted a leave of absence without compensation as provided in Article X, Section C of the Master Agreement between the Cranston School Committee and the Cranston Teachers' Alliance (Teacher Assistants):

Susan Emdjian, Teacher Assistant

December 2007 to September 2008

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NO. 07-12-10 - RESOLVED, that at the recommendation of the Superintendent, the following non-certified employee be appointed:

Lou-Ann Hooper, Three-Hour Food Service Worker

Food Service

Effective Date of Employment: November 26, 2007

Authorization: Replacement

Fiscal Note: 32647179 511000

NO. 07-12-11 - RESOLVED, that at the recommendation of the Superintendent, the following non-certified personnel be appointed as substitutes on a temporary basis as needed:

TEACHER ASSISTANTS

Annmarie Levin

Diana Moniz

NO. 07-12-12 - RESOLVED, that at the recommendation of the Superintendent, the retirement of the following non-certified personnel be accepted:

Elaine Verduchi, Executive Secretary

Special Services

Effective Date: December 28, 2007

Janet Buttie, Secretary

Woodridge School

Effective Date: January 2, 2008

NO. 07-12-13 - RESOLVED, that at the recommendation of the

Superintendent, the resignations of the following non-certified personnel be accepted:

Jennifer Cepeda, Bus Monitor

Transportation

Effective Date: October 17, 2007

Amy Messere, Bus Monitor

Transportation

Effective Date: November 16, 2007

Timothy Shirley, Alternate Education Program Instructor

Alternate Education Program

Effective Date: December 21, 2007

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NO. 07-12-16 - RESOLVED, that the following purchases be approved:

(Perkins)

Electronics Supplies in the amount of \$7,935.86

Number of bids issued 15

Number of bids received 2

NO. 07-12-17 - RESOLVED, that at the recommendation of the Superintendent, the following conference be authorized:

Norma Cole, Principal of Western Hills Middle School, to travel to Nashville, Tennessee to attend the NAESP 87th Convention and Exposition from April 4, 2008 to April 8, 2008.

NO. 07-12-18 - RESOLVED, that Policy No. 7550, Dedication of Project, as amended, be approved for second and final reading.

NO. 07-12-19 - RESOLVED, that Policy No. 4200, Non-Certified, Non-Supervisory Personnel, as amended, be approved for second and final reading.

NO. 07-12-20 - RESOLVED, that Policy No. 4213.1, Non-Certified Employee Policy, as amended, be approved for second and final reading.

Moved by Mr. Lombardi, seconded by Mrs. Greifer and unanimously carried that these Resolutions be adopted.

IX. Action Calendar / Action Agenda

NO. 07-12-14 - RESOLVED, that the Cranston Public Schools submit the following grants:

City of Cranston Community Development Grant

“Mind Madness” – At-Risk students \$10,640.00

Hugh B. Bain Middle School

Gladstone School

Support After-School Programs \$10,640.00

Gladstone School

Hugh B. Bain Middle School

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Rhode Island Interlocal Risk Management Trust

Purchase Twenty CPR/AED Rescue Kits \$ 999.00

18 Cranston Public Schools

Target Foundation

How Does It Work? \$ 1,000.00

Hugh B. Bain Middle School

Donors Choose

Video Production \$ 232.00

Cranston High School East

Unity Through Percussion \$ 370.22

Glen Hills School

Peek-A-Boo, I See You \$ 155.00

Horton School

Compose, Click and Express \$ 285.00

Dutemple School

Help Us to Revitalize Our Library Program \$ 150.00

Dutemple School

Kapturing the Imagination of Cranston's Kids (KICK) \$ 252.00

Horton School

What Do You Want to Be When You Grow Up? \$ 562.00

Stadium School

Authentic Assessments Require Paper \$ 394.00

Horton Program

Need a Group Table \$ 389.00

Dutemple School

**NAMM Foundation and Disney's High School Musical: The
Music in You Grant Program**

We're All In This Together – High School Musical \$ 10,000.00

Cranston High School East and Cranston High School West

VSA Arts of Rhode Island

Access the Arts \$ 2,983.00

Horton School

Access the Arts \$ 1,810.00

Hope Highlands School

AmeriCorps Grant (Federal Competitive Grant

Funds to enhance and support after-school Programs \$297,074.00

Gladstone School

Bain Middle School

Moved by Mrs. Greifer and seconded by Mr. Lombardi that this Resolution be adopted.

Mr. Stycos asked the process for the Community Development Block Grants. Mrs. Campbell responded that with regard to the 21st Century Grant funds, the district was informed last year that these funds were drying up. People at Bain and Gladstone 2 + 2 sought other funds. Last year Tina Carter approached the Mayor's office to see if there were any funds available, and she was told there were none. She approached the Mayor's office again this year, and there

was a surplus. Tina did some research and met the deadline for putting the proposal together. She was able to get some additional funds. Mr. Stycos asked when the next round for these grants would take place, and Mrs. Campbell indicated that she would find out.

Chairman Traficante indicated that it comes out around March or April as to what the entire grant will be. He suggested approaching them rather quickly during the budget process. He suggested that they be told that the district will be asking for additional funds. Approach them before they appropriate it to other funds. It can be spent on a variety of issues. The City receives approximately \$1.3 million in CDBG monies. Mrs. Greifer asked Mrs. Campbell to report back to the committee. Mr. Traficante added that the initial monies came from Washington via Senator Chafee, and those funds are drying up. He asked if there was a bill before Congress to reinstitute those funds, and Mrs. Campbell responded that there wasn't. Mr. Nero noted that this grant was based on socio-economics. They will expect the districts to pick up the tab unless they come up with another design.

This Resolution was adopted unanimously.

NO. 07-12-15 – RESOLVED, that the following purchases be approved: (Fund 3)

Cafeteria Food and Supplies for the Cranston School Lunch Program

for the

Period of January 1, 2008 to June 30, 2008 be purchased in the estimated

amount of \$308,006.52.

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Number of bids issued 13

Number of bids received 2

Moved by Mrs. Greifer and seconded by Mr. Lombardi that this Resolution be adopted.

Mr. Stycos stated that everyone knows that the Lunch Program is losing money. Generally speaking the committee knows what the reasons are - high food costs and less students eating lunch, etc. He asked Mr. Balducci if he could prepare an analysis of why the program loses money and where it is coming from so that the committee knows where the problems are. Mr. Balducci responded that he would prepare an analysis.

X. New Business

There was no new business.

XI. Public Hearing on Non-Agenda Items

Frank DeLuca, 76 Kimberly Lane – He stated that he is a life-long resident of Cranston. He graduated from Cranston High School East Class of 1976. He asked for the committee’s consideration with regard to the new policy on rental of school facilities. For the past twenty-five years, he has been a member of a group of middle age men who have played basketball at one of the school facilities. It was once a part of the Adult Education Program. Approximately three years ago, this program crumbled. They continued to rent the facility at \$33 per hour. The new policy increases the fee to \$70 per hour. It is his understanding that there is a standard three-hour window of time for the custodian , and the rental fee is \$35 per hour. They are asking the committee to consider the user fee. If the user fee was \$35 a night, they could continue to have the support and provide it. In the past, they had twenty-one participants and are now down to twelve or thirteen men. With the additional burden, the program will collapse. He has coached CLCF for twelve years. One of the other gentlemen is very active in the Senior Center. This is more of a community effort. They do not use it for a profitable purpose. It is a lesser rate for non-profits. He has been successful in his life because of people like this committee who have made great decisions, and that is why he still lives in Cranston and has three children in the school system. He hoped the committee would reconsider this policy. They use to play basketball from 7:00 to 9:00 p.m. Now they play from 6:30 to 9:30 p.m. because of the three-hour window of time. Mr. Traficante responded that he was under the impression that if a custodian was

on duty at the time, the district didn't charge. He believed the custodian is on duty until 9:00 p.m. He asked administration to check on this policy. He asked Mr. DeLuca to meet with Mr. Nero regarding this policy.

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XII. Announcement of Future Meetings

Chairman Traficante noted the future meeting dates previously in the meeting.

XIII. Adjournment

Moved by Mr. Lombardi, seconded by Mrs. Greifer and unanimously carried that the meeting be adjourned.

There being no further business to come before the meeting, it was adjourned at
7:30 p.m.

Respectfully submitted,

Andrea M. Iannazzi

Clerk

7550

Construction

Dedication of Project

Committees for dedicating schools or parts of schools such as libraries, learning centers, athletic fields and such other areas that may be suitably dedicated to some worthy person shall be established by the school committee just as the committees for naming schools are established. The committee must include at least two members who live in the district which sends children to the school.

If practicable, the committee submitting suggested names for a school should also provide suggestions for dedication. Schools and/or parts of schools may be dedicated to:

1. worthy public or private citizens

2. persons who have made notable contributions to the field

The person being honored by the dedication may be living or dead.

Administrative regulations may be developed by the superintendent when in the naming or dedicating of a school it is determined that special direction is necessary for the implementation of this policy.

The school committee will make the final decision on whether to dedicate a school or parts of schools.

Policy adopted: August 24, 1970 CRANSTON PUBLIC SCHOOLS

Policy amended: December 17, 2007 Cranston, RI

Resolution No.: 07-12-18

4200

Personnel

Non-Certified, Non-Supervisory Personnel

Non- certified personnel shall be defined as any employee of the school department not actively engaged in teaching or in the supervision of teaching and/or teachers and not required to be certified by the state department of education as a condition of employment.

**Legal Reference: General Laws of RI – Title 16 – Education
16-2-18 Selection of teachers and superintendent –
General control of schools – Expenses**

Cranston City Charter – Sec. 14.10

Policy Adopted: 9/28/72 CRANSTON PUBLIC SCHOOLS

Policy Amended: December 17, 2007 Cranston, RI

Resolution No.: 07-12-19

NON-CERTIFIED PERSONNEL 4213.1

NON-CERTIFIED EMPLOYEE POLICY

This document is designed to outline the policies, practices and procedures governing non-certified personnel, hereinafter referred to as employees. It is the employee's responsibility to make themselves familiar with the contents of this policy.

This policy is not an express or implied contract of employment. The Cranston School Committee reserves the right to change, modify or delete any provisions of this employee policy in accordance with its by-laws. Either the school department with school committee approval or the employee may terminate the employment relationships at any time with or without notice or cause. The Superintendent subject to the approval of the School Committee has

the authority to enter into written agreements regarding the length of employment or grounds for termination.

Probationary Period

All new employees who fall within this job category are required to serve a probationary period of six months from their date of hire. This is designed to give the employee and supervisor a period of time to determine the potential for continuing employment with the school district.

Work Day

The normal work shift is eight and one-half (8 ½) hours, half an hour of which is an unpaid meal period. Compensatory time or “Comp Time” programs are prohibited unless authorized by the Chief Operating Officer.

Performance Appraisals

Upon completion of the first year of employment and each year thereafter, the employee’s job performance will be formally evaluated by his\her supervisor. This appraisal will become a part of the permanent personnel record.

Merit Increases

Wage increases will be based upon the merit of the employee's job performance. A budgeted percentage will be recommended by the Superintendent and will be subject to the approval of the Cranston School Committee.

NON-CERTIFIED PERSONNEL 4213.1 Cont.d

NON-CERTIFIED EMPLOYEE POLICY CONTINUED

Resignation

If an employee wishes to leave the employ of the school district, a two week notice is required. Resignations should be submitted in writing to his\her supervisor indicating the anticipated termination date.

→Dismissal

Serious violations of school department policy will be cause for immediate discharge. Such violations include, but are not limited to; theft; dishonesty; insubordination; unauthorized absences; misuse of school department equipment; fighting; use or possession of illegal drugs, weapons or alcohol; breach of confidentiality.

Confidentiality

The employee may know or have access to confidential information. An employee is not to discuss confidential information with anyone including and not limited to fellow employees, family, or friends. The sharing of confidential information between employees as part of their professional responsibilities is exempt from this provision. Any violation of this provision will be grounds for disciplinary action up to and including termination.

Benefits Eligibility

To be eligible for benefits the employee must be employed in a regular full-time position.

Health Insurance

Recognizing the importance of comprehensive health and dental coverage, the Cranston School Department contributes the major portion of the cost of available insurance programs.

For the employee, the difference between the school department's contribution and the total premium cost will be deducted from his\her pay check. If the employee is required to make a premium contribution, he\she will be automatically enrolled in the district's

pre-tax premium conversion plan, whereby the contribution is made before the payroll earnings are taxed. If the employee does not wish to have this arrangement, he\she has thirty (30) days to contact The Department of Human Resources. The employee's cost sharing will be set by the School Committee at the beginning of each fiscal year.

NON-CERTIFIED PERSONNEL 4213.1 Cont.d.

NON-CERTIFIED EMPLOYEE POLICY CONTINUED

COBRA

In compliance with federal law, an employee and their qualified beneficiaries covered under the school district's Group Health and Dental plans may elect to continue their coverage under the plan if their coverage ends due to certain events.

Worker's Compensation

The employee is covered by the school department's worker's compensation insurance. Payment of claim is calculated in accordance with applicable state laws. The employee is required to report an injury sustained on the job immediately to a supervisor. Failure to do so may jeopardize eligibility for the benefit. An incident

report form can be obtained from Human Resources.

Group Life Insurance

The Cranston School Department will provide free Group Life Insurance. The amount of life insurance is based on the schedule of benefits for the Group Life Plan. The employee may purchase additional coverage through payroll deductions.

Pension

The employee is required to participate in The Rhode Island State Employees pension system.

Tax Sheltered Annuity Program

An employee of the district is eligible to participate in one of the school department's several tax sheltered annuity programs.

Vacations, Holidays and Leaves

Employees are entitled to vacations, holidays and leaves as outlined below.

NON-CERTIFIED EMPLOYEE POLICY

Vacations

An employee is entitled to:

Length of Completed Service	Vacation Days
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1 YEAR	5 DAYS
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5 YEARS	10 DAYS
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10 YEARS	15 DAYS
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20 YEARS	20 DAYS
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An employee, after one year of service, will receive one (1) recess period as well as their earned vacation days.

Holidays

An employee is immediately eligible for paid holiday time. The list of holidays will be issued at the beginning of the fiscal year.

Paid Time for Illness

An employee will receive one sick day per month during the first year of employment and, on every anniversary, will receive fifteen days for the coming year. Sick time should be used only for legitimate illness of the employee or a member of the employee's immediate family

(spouse, child, mother or father or other family members in the immediate household). Unused sick time will not accumulate. The employee may use up to three (3) sick days per year for personal business. Request for personal days should be scheduled at least seven (7) days in advance.

The employee will have a seventy-five (75) day long term ill bank which may be accessed after an employee has been out for five (5) consecutive work days or from the day of an inpatient hospitalization.

Any absence due to illness in excess of three (3) consecutive days will require a physician's note which will outline the reason for the illness, next evaluation and/or return date.

Leaves of Absence

The school district offers both paid and unpaid leaves of absence.

NON-CERTIFIED PERSONNEL 4213.1 Cont.d

NON-CERTIFIED EMPLOYEE POLICY

Bereavement Days

This leave may be granted for a maximum of five (5) calendar days for the death in the immediate family (father, mother, sister, brother, son,

daughter, spouse, father-in-law, mother-in-law, son-in-law, daughter-in-law, or other family members in the immediate household).

In case of death of a grandfather, grandmother, grandson, granddaughter, a leave may be granted for three (3) calendar days.

In the case of death of relatives by marriage or blood relatives not listed above, a leave of the day of the funeral will be granted.

Jury Duty

Should the employee be called to serve on a jury during a scheduled work day, the school district will pay the regular wages for that day and the employee will be required to submit his\her compensation from the court system to the payroll department.

Military Reserve – If an employee is an active military reservist, and is required to serve two weeks active duty during the year, the employee will be eligible to receive the difference between his\her regular weekly pay and any weekly pay received from the Reserves. The employee will be required to produce a statement of earnings to the payroll department.

The employee may also qualify for the following unpaid leaves:

Military Duty – If the employee enlists or is drafted into any branch of the U.S. Armed Forces, the employee may return to the district without intervening employment or beyond the maximum limit prescribed by state or federal law.

Medical Leave – After completion of the employee’s probationary period, an unpaid medical leave may be granted up to one (1) year. A physician’s certificate must be submitted with the request for leave to Human Resources.

THIS POLICY APPLIES TO ALL EMPLOYEES HIRED AFTER 7/1/07.

**Policy Adopted: December 17, 2007 CRANSTON PUBLIC SCHOOLS
Resolution No. 07-12-20 Cranston, RI**