

CRANSTON SCHOOL COMMITTEE PUBLIC WORK SESSION

OCTOBER 9, 2013

WILLIAM A. BRIGGS BUILDING (REED CONFERENCE ROOM)

845 PARK AVENUE, CRANSTON, RI

EXECUTIVE SESSION 6:00 P.M.

**PUBLIC WORKSESSION IMMEDIATELY FOLLOWING EXECUTIVE
SESSION**

**PUBLIC SESSION IMMEDIATELY FOLLOWING PUBLIC WORK
SESSION**

MINUTES

The Public Work Session of the Cranston School Committee was held on the evening of the above date at the William A. Briggs Building, Reed Conference Room with the following members present: Chairperson Iannazzi, Mr. Colford, Mrs. Ruggieri, Mrs. McFarland, Mrs. Culhane and Mr. Gale. Mr. Traficante was absent due to a scheduling conflict. Attorney Cascione was also present.

The meeting was called to order at 6:00 p.m. It was moved by Mrs. Ruggieri and seconded by Mr. Gale to convene to Executive Session pursuant to RI State Laws -

1. PL 42-46-5(a)(1) Personnel:

A. (Discussion of Administrator A's Contract)

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

- A. (Contract Negotiations' Update – Secretaries)**
- B. (Teachers)**
- C. (Teacher Assistants)**
- D. (Bus Drivers, Mechanics)**
- E. (Trades people)**
- F. (Discussion of Confidential Administrative Assistant Position)**

Call to Order – Public Session was called to order at 7:30 p.m. The roll was called; a quorum was present.

Public Work Session

Technology – Donna-Marie Frappier & Dr. Lundsten

At this time, Dr. Lundsten noted that they were going to critic the Strategic Plan and she would bring a short summary of what was going on for the different action sets. At the last meeting the School Committee noted that they would like to know more about technology; our technology falls in four categories. Donna-Marie has one of the categories; more of the hardware and the wiring. Next month the plan is to bring them the educational piece and have the educational coordinator supervisor come talk with the committee about that.

Donna-Marie Frappier, Technology Supervisor states –

The PARCC is the big concern. PARCC 14-15 we go live. Last month I met with you and we talked about ordering the laptops and the carts.

They are all in; we're waiting on a couple of mice that are trickling in and a couple of headsets. Everything else is here and my guys are calling out those machines. The new technician started which is fantastic because now she's joining them and we are able to kick these out a lot faster than we would have been had she not been here.

She's going to be joining them at the high schools which are the schools that we can't really do in a day. We've got a group of two going to both high schools so it will make a huge difference. We are getting great feed-back from everyone. The first PARCC that we are going to look at is going to be in March which is the field test and we're going to be rolling out these carts for that purpose. They are also going to be used for the STAR which is going to be in November and January. This year we're basically going to be using them for the STAR Math and Reading; and for the PARCC. Come 2014-15 of September, we start doing NECAP which we're doing right now; the carts will be rolled in for that. So, we're ahead of the game. We're putting Micro-Soft Office on there; getting that prepared so we can use it for the other things we have that come up.

The Wireless Initiative Bond; we are in the first round of meetings (me). We went through the numbers from the three vendors that we had. We took all of the numbers on a spread sheet and then one of the solutions for the entire district came to \$500,000; the second solution came to \$900,000; the third solution came to \$1.3 million. Of

those solutions, of course, the \$1.3 is really the one that we want. It's a manageable network for the entire district and that's the kind of thing where I can tell by looking through a management thing that's got an I Pad, who's got an I Phone, what might be doing something wrong, etc. It's the kind of thing that we want for the future. The \$500,000 solution would be great for the next three years; the \$750,000 would maybe be four years; however, the \$1.3 is something that is going to take us well into the future. I have to go through all of the proposals that they gave me a hard copy of and come up with an argument to say what we really want, this vendor or that vendor. Luckily I tripped over a web-site that they have out there on the wireless site under RIDE where they actually allocated how much money they thought each district was going to have and ours came to \$1.3 million. That was all based on the information that we gave them over the past few years of the Technology Assessments.

We're going to have our second meeting for the Initiative within the next few weeks where we sit down and make an argument to get us the best that we can possibly get. It truly is the best product for our district. If you want more on that I can go over that with you and show you how it works.

A question and answer period went on at this time and a lengthy discussion ensued.

Donna-Marie also pointed out that we are right where every other

district is right now, which is a good thing.

Dr. Lundsten noted that there were questions from the CEAB about this the other evening; however, they did handle this and talked about the need for this. The parents were responsive. The only thing they heard that goes back to the education piece, is that parents are very concerned on the PARCC; they don't want the fact that we're using technology, to affect the kids scores. Dr. Lundsten explained this to the committee in detail.

Also discussed:

- Schools that were invited to take the field test this year – almost all of ours**
- We've past the hurdle on the first piece**
- This piece might be a more vivid indication of what it is going to look like**

Mrs. Culhane noted that she can understand that concern. Dr. Lundsten noted that we will need to look at that and talk about how we're going to get the kids ready to make sure that they can handle those pieces of that test.

Discussion – Graduation Certificates for Students/Alternate Assessment (see handout from Mrs. Matoian-Heard)

Mrs. Matoian Heard stated –

We are talking about our Alternate Assessment population of

students who are Special Education students who really have significant intellectual disabilities and need the criteria for taking alternate assessments. This is a very small part of the population that they are talking about. At this time, Mrs. Matoian-Heard went over the hand-out in the folder. The following was discussed:

- Rhode Island Alternate Assessment (RIAA)**
- What this means**
- Proposed Requirements for a Cranston Certificate of Academic Achievement**
- Use of Transcripts**
- Work Readiness Standards and Benchmarks**
- Self Determination Standards & Benchmarks**
- Citizenship & Community Standards & Benchmarks**

To give a little background; May 2011 the Board of Regents gave us some guidance on the diploma system. Out of that guidance, students who take the alternate assessment cannot be eligible for a diploma because the alternate assessment really looks at students on the alternate standards and these do not meet the graduation diploma standards. It's that population of students that we are talking about. There was a lot of confusion when this first came out from the State about these certificates being used for other populations of students. If the students are working towards a diploma; working towards our common core standards, this is not an opportunity for them.

Based on that, we put together a committee within the district looking at the guidance that we had gotten because the other part of this is that this state has proposed these certificates; it's up to each individual LEA what they choose to do to confer these certificates or not; to impart or not. These are our recommendations. The certificate comes in the categories of academic achievement, which is based on RI Laws of Assessments and PBGR Requirements, the Certificate of Work Readiness, the Certificate of Self Determination, and Certificate of Citizenship and Community. Those are the areas. At this time, Mrs. Matoian-Heard reported that we are proposing that we confer students with a Certificate of Academic Achievement mirroring our Graduation Standards with our students, which would be completion of minimum course work, the completed Graduation Portfolio, Participation in the Alternate Assessment which when you're mirroring next to the students getting a diploma, those students would be achieving the scores on the NECAP and the upcoming PARCC; and completion of their community service requirements.

At this time, Mrs. Matoian-Heard continued to explain everything in the packet.

Dr. Lundsten reported that this is also going to be a policy resolution; we have to do it as part of the guidance. Mrs. Nota-Masse also noted that she has to give Dr. Lundsten one about a Waiver Process from RIDE as well. We may have to do this at the next work session.

Wellness Policy

Dr. Lundsten reported that there was a question raised at an Open House regarding snacks; what was the policy.

Dr. Lundsten stated – I asked the elementary principals to get back to me; I polled them about what is exactly going on at each building with snacks. The overall consensus that came back to me was that it is usually left to the individual teachers' discretion. At the Title One schools, they do get a snack which is a variety of fresh fruit or veggies. Some schools are two days; some schools its 4 days. They definitely get snacks. In most cases, everyone told me it was a working snack.

Mrs. Ruggieri stated – When Lynne and I were working on the Wellness Policy, there are districts that do mandate what ; if you can have a snack or you can't; what the snack is; they do the same thing with classroom celebrations. We didn't feel that was necessary for our district; what came up as a complaint was that this teacher allows snacks in her classroom and another teacher doesn't and I'm not of the mind where I'm going to micromanage a teacher in their classroom. I don't think it's our responsibility. If a teacher is comfortable serving or allowing kids to have a snack in his/her classroom and she can work around that and still get everything done, that's fine. If another teacher feels that they can't do that; that's fine. Our kids get breakfast in school and a few hours later

they get lunch at school and a few hours later they go home. A parent was complaining that it was very difficult for them to eat breakfast at home. That's not the school's responsibility; that's a parenting issue and if you don't want your child to participate in the Breakfast in School but you want to have your child eat at home, it's not our responsibility. It's just an issue that came up and my response was that it was up to the individual classroom teacher. My response was that I did not believe that it was necessary to add it to a school policy but I would

Mrs. McFarland added that she doesn't like the whole discussion on it. We wonder why our children are having obesity problems in this country. We didn't have snacks in school. You went to school; if you didn't have breakfast you would have to wait until lunch to eat again. A lengthy discussion ensued.

Affordable Care Act (District & Sodexo) (see attached)

Mr. Votto stated – I was asked to give an update on the Affordable Care Act. As you know it was passed three years ago; the deadline was this year to be fully implemented for us as a district to decide from the number of employees that we have. Two things that were incorporated previous to this was:

- We insure our employees kids up to age 26, which is part of the act
- All preventative medicines or visits do not require a co-pay

What we were faced with this year with was to look at all our employees and see who are full timers vs. who are part timers; part timers could be taken off the rolls and then we would have to do this formula to see what the cost share at 9 ½% of their cost share; if that went above and beyond what their salary is, then they would be directed to the health exchanges. We get a reprieve for this year even though we were heading down that path. Some of the other things that are going on:

- The market place now has began offering alternatives to employees**
- We do have a small contingent of employees who are not covered by insurance in our district**
- As part of the packet, we had to notice all our employees whether they had health care plans or not and also had to create, with two different types of mailing that went out, those who are currently covered and we had to identify those people. Sent to them whether or not they are eligible or not eligible to enter the Health Care Exchange.**
- We complied with that; unless things change, we will be faced with having to comply by January 1, 2015, that we would have everything in place to comply with the Affordable Care Act.**

Sodexo Corporate Office decided, because they were down this path already, they went forward and proceeded in beginning to make changes which they had a right to do because they put a lot of effort into getting to that point.

Jan from Sodexo stated spoke on the same subject (Affordable Care

Act)

- **Sodexo did exactly that**
- **Made the decision that they would be in compliance by January 1, 2014**
- **They also changed the definition of what a full time employee is**
- **They have taken the federal criteria, for full time, and now some of them have to work 30 hours per week for 52 weeks of the year.**
- **Our employees in schools and on campus are the ones that are mostly affected because they are laid off for the summer because of summer recess and no summer programs**
- **We notified the employees in August**
- **We met with the folks from R.I. and with the health exchange.**
- **They have been very good; they've given us a lot of information; they had several workshops throughout the State, they invited our employees to go; they also said they would come here and have a meeting with our employees here, which we said we would do as soon as we get everything settled.**
- **They have 12 employees from Cranston that are considered full time**
- **Not all are eligible**
- **Jan continued to explain their process to the committee members and answered some questions**
- **Mr. Balducci noted that he attended a presentation today and came back with all of the different plans and costs and calculations by age. Once we make copies we will send the committee copies of what they are offering. They have numerous plans.**

- **Mr. Votto noted that this will impact us next year; we will have a lot of work next year.**
- **There is a push nationally by the AFL/CIO in representing all the unions to delay the process for union folks or actually they've asked the President/Congress to eliminate their provision.**
- **Mrs. Ruggieri added that her original concern was for our employees just to make sure that they're not carrying a burden that they didn't have to before.**
- **Mrs. McFarland also added that these people will have to work with a navigator; there are navigators throughout the State; mainly the health centers now have navigators. They are federally funded and the Health Association received navigators so the Providence Library has them, United Way, you can call 211 and talk with a navigator, etc.**

Discussion of Personnel Policy Revisions (see attached):

#4111 - Recruitment and Selection of Employees

#4111.a - Recruitment and Selection of Employees

#4112.1 – Appointment

#4115.2(a) – Promotions

Mr. Votto reported on the above four policies that are being revised. They looked at the policies by group and then asked our attorney to take a look at them also. We made some changes; primarily the policies we looked at were geared to the process of hiring and promoting which always had teachers in them as you can see from the attached backup information attached. They tried to clean these

policies up to address all of our employees. They outlined and refined our interview process and the policy that pertains to that. At this time, Mr. Votto answered questions from the committee.

Mr. Colford asked about what the biggest changes were in these policies?

Mr. Votto noted, for example, #4111, when you look at the older version, the first paragraph. He read this to the committee. He explained the revisions made to each of the above policies. Mr. Votto also noted that he reviewed all revisions with our attorney and there were no issues in violation of contracts. He also added that he, Mr. Traficante, and Mrs. Coogan sat down together and reviewed them and revised them. There are still a couple more to do that they are looking at; maybe four more; 504 will be changing; it will apply also to employees as well as students. Also discrimination; there will be a new policy.

Adjourn Public Work Session to Public Meeting

Executive Session Minutes Sealed – October 9, 2013 – Motion was made by Mrs. Culhane and seconded by Mr. Gale to seal the minutes of October 9, 2013 Work Session. The vote was taken; all were in favor.

Adjournment

A motion to adjourn was made by Mr. Gale; seconded by Mrs.

Ruggieri. All were in favor. The meeting adjourned at 8:10 p.m.

Respectfully submitted,

**Mrs. Paula McFarland
School Committee Clerk**

SODEXO – AFFORDABLE CARE ACT:

By law, Sodexo must send all employees the Health Insurance Marketplace Notice. You will receive this in the mail in October. Anyone can purchase coverage through the Health Insurance Marketplaces—even if you're eligible for Sodexo medical coverage. But if you're eligible for Sodexo coverage and enroll in coverage through a Health Insurance Marketplace, you may not be eligible for a subsidy.

If you do not have access to Sodexo benefits, you may be eligible for a substantial subsidy. To see about your eligibility, you can access a link at www.SodexoCoverageResources.com that takes you to the Kaiser Family Foundation's Subsidy Calculator, which can give you a rough estimate before Oct. 1 of what you might pay.

After Oct. 1, the Health Insurance Marketplace in your state will tell you exactly what you will pay.

Important Update About the Affordable Care Act

You may have heard about the Affordable Care Act. It was signed into law in the U.S. three years ago. Since then, Sodexo has made changes to our medical plan to meet Affordable Care Act requirements—for example, providing free preventive medical care and medical coverage for employees' children up to age 26. We also removed annual or lifetime limits under our medical plan.

The next big change is the individual mandate, which will require most U.S. citizens and legal residents to have medical coverage in 2014—whether through an employer or other sources—or pay a tax penalty. The Health Insurance Marketplace (or exchanges) will give individuals more options for purchasing medical coverage. It will offer one place to go online to shop for different medical plans through a variety of insurance companies at a range of prices. All the plans offered through the marketplace must cover the same health services.

What the Affordable Care Act Means to You

With the affordable Care Act, part-time employees who do not have access to Sodexo benefits will have health insurance options through the Health Insurance Marketplace that have not been available to them in the past. Full-time employees still will be able to participate in Sodexo's benefits plans.

Sodexo is aligning how we define a full-time employee who is eligible for benefits with the Affordable Care Act. Beginning in 2014, we will define a full-time hourly employee as someone who works an average of 30 hours or more per week over a 52-week period. To be eligible for benefits in 2014, you must average 30 hours a week from Oct. 4, 2012, to Oct. 3, 2013. Most employees who are currently eligible for Sodexo benefits will continue to be eligible. Employees who no longer have access to Sodexo benefits can obtain health insurance through the marketplace or other options. This change will mostly affect those working in seasonal businesses, like schools and campuses, because temporary unit closings do not count toward time worked.

If your ability to access Sodexo benefits changes, you will be notified in early November. If this is the case, be sure to look at all of your options next year—the Health Insurance Marketplace, your spouse's or partner's employer plan, and any other public programs for which you may be eligible. Please note that depending on your household income and family size, you may be eligible for substantial financial help from the government to use toward a Health Insurance Marketplace plan.

Sodexo Coverage Resources Can Help

Sodexo is making a new website available to make using the Health Insurance Marketplaces easier. Starting now, you can go to www.SodexoCoverageResources.com to learn about:

- How to choose a plan that's right for you**

- **What you need to do to enroll and when**

After Oct. 1, even more features will be available on this site:

- **You can link directly to each Health Insurance Marketplace option or**

to the websites where you can sign up for coverage

- **You'll find a phone number at the site to call if you have questions**

- **You can see it in Spanish starting Oct. 21**

CRANSTON PUBLIC SCHOOLS

84S PARK AVENUE

CRANSTON, RHODE ISLAND 02910-2790

RAYMOND L. VOTTO, JR.

CHIEF OPERATING OFFICER

September 2013

Dear Employee,

Enclosed is a notice regarding the new federal Health Insurance Marketplace or "Exchange." The Affordable Care Act (federal health care reform) requires most employers, including the Cranston Public Schools, to send this notice to all their employees to make you aware of the availability of alternative health coverage through the new Health Insurance Marketplace and services available to you.

This notice is for your information only - no action is required on your

part. The Cranston Public Schools will continue to offer its own health coverage as well. If you currently have coverage through Cranston Public Schools nothing will change - your coverage is not being terminated or replaced. The notice is intended to inform you about the existence of the Marketplace, their services, and the health coverage offered by the Cranston Public Schools.

Please feel free to call me at 270-8189 or Kathy Park at 270-8182 with any questions.

Sincerely,

Raymond L. Votto, Jr.

Raymond L. Votto, Jr.

Chief Operating Officer

Enc

**Telephone: (401) 270-8189 • FAX: (401) 270-8641 • TDD: (401) 270-8115
• EMAIL: rvotto@cpsed.net**

The Cranston Public Schools Welcomes Diversity in its Employment

Opportunities, Programs and Activities.

New Health Insurance Marketplace Coverage Options and Your Health Coverage

PART A: General Information

When key parts of the health care law take effect in 2014, there will be a new way to buy health insurance: the Health Insurance Marketplace. To assist you as you evaluate options for you and your family, this notice provides some basic information about the new Marketplace.

What Is the Health Insurance Marketplace?

The Marketplace is designed to help you find health insurance that meets your needs and fits your budget. The Marketplace offers "one-stop shopping" to find and compare private health insurance options. You may also be eligible for a new kind of tax credit that lowers your monthly premium right away. Open enrollment for health insurance

coverage through the Marketplace begins in October 2013 for coverage starting as early as January 1, 2014.

Can I Save Money on my Health Insurance Premium in the Marketplace?

You may qualify to save money and lower your monthly premium, but only if your employer does not offer coverage, or offers coverage that doesn't meet certain standards. The savings on your premium that you're eligible for depends on your household income.

Does Employer Health Coverage Affect Eligibility for Premium Savings through the Marketplace?

Yes. If you have an offer of health coverage from your employer that meets certain standards, you will not be eligible for a tax credit through the Marketplace and may wish to enroll in your employer's health plan. However, you may be eligible for a tax credit that lowers your monthly premium or a reduction in certain cost-sharing if your employer does not offer coverage to you at all or does not offer coverage that meets certain standards. If the cost of a plan from your employer that would cover you (and not any other members of your family) is more than 9.5% of your household income for the year, or if the coverage your employer provides does not meet the "minimum value" standard set by the Affordable Care Act, you may be eligible for a tax credit.

Note: If you purchase a health plan through the Marketplace instead of accepting health coverage offered by your employer, then you may lose the employer contribution (if any) to the employer-offered coverage. Also, this employer contribution -as well as your employee contribution to employer-offered coverage- is often excluded from

Income for

Federal and State Income tax purposes. Your payments for coverage through the Marketplace are made on an after tax basis.

How Can I Get More Information?

The Marketplace can help you evaluate your coverage options, including your eligibility for coverage through the Marketplace and its cost. Please visit [HealthCare.gov](https://www.healthcare.gov) for more information, including an online application for health insurance coverage and contact information for a Health Insurance Marketplace in your area.

1

An employer-sponsored health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs.

PART B: Information About Health Coverage Offered by your Employer

This section contains Information about any health coverage offered by your employer. If you decide to complete an application for coverage In the Marketplace, you will be asked to provide this Information. This Information Is numbered to correspond to the Marketplace application.

3. Employer Name 4. Employer Identification Number (EIN)

CRANSTON PUBLIC SCHOOLS 30-0243173

5. Employer Address 6. Employer Phone Number

845 PARK AVE. 401-270-8000

7. City 8. State 9. ZIP Code

CRANSTON RI 02910

10 Who can we contact about employee health coverage at this job?

RAYMOND L. VOTTO, JR. OR KATHLEEN PARK

11. Phone number (if different from above) 12. Email Address

**401-270-8189 OR 401-270-8182 rvotto@cpsed.net or
kpark@cpsed.net**

Here is some basic Information about health coverage offered by this employer:

• As your employer, we offer a health plan to:

___ All employees.

___ Some employees. Eligible employees are:

Teacher Assistants and Technical Assistants

- **With respect to dependents:**

We do offer coverage. Eligible dependents are:

Spouse, Domestic Partner, Children & Step children

We do not offer coverage.

If checked, this coverage meets the minimum value standard, and the cost of this coverage to you is intended to be affordable, based on employee wages.

**** Even If your employer intends your coverage to be affordable, you may still be eligible for a premium discount through the Marketplace. The Marketplace will use your household Income, along with other factors to determine whether you may be eligible for a premium discount. If, for example, your wages vary from week to week (perhaps you are an hourly employee or you work on a commission basis), if you are newly employed mid-year, or If you have other Income losses, you may still qualify for a premium discount.**

If you decide to shop for coverage in the Marketplace, HealthCare.gov will guide you through the process. Here's the employer information you'll enter when you visit HealthCare.gov to find out If you can get a tax credit to lower your monthly premiums.

The information below corresponds to the Marketplace Employer

Coverage Tool. Completing this section is optional for employers, but will help ensure employees understand their coverage choices.

13. Is the employee currently eligible for coverage offered by this employer, or will the employee be eligible in the next 3 months?

Yes (Continue)

13a. If the employee is not eligible today, including as a result of a waiting or probationary period, when is the employee eligible for coverage?

(mm/ddYYvv) (Continue)

No (STOP and return this form to employee)

14. Does the employer offer a health plan that meets the minimum value Standard?"?

Yes (Go to question 15) No (STOP and return form to employee)

15. For the lowest cost plan that meets the minimum value standard, offered only to the employee (don't include family plans. If the employer has wellness programs, provide the premium that the employee would pay if he/she received the maximum discount for any tobacco cessation programs, and didn't receive any other discounts based on wellness programs.

a. How much would the employee have to pay in premiums for this plan?

\$1,059.19 (Ind.)

b. How often? Weekly Every 2 weeks Twice a month Monthly Quarterly Yearly

If the plan year will end soon and you know that the health plans offered will change, go to Question 16. If you don't know, STOP and return form to employee.

16. What change will the employer make for the new plan year?

Employer won't offer health coverage

Employer will start offering health coverage to employees or change the premium

for the lowest cost plan available only to the employee that meets the minimum value

standard (Premium should reflect the discount for wellness programs. See question 15.)

a. How much will the employee have to pay in premiums for that Plan? \$

b. How often? Weekly Every 2 weeks Twice a month Monthly Quarterly Yearly

Date of change (mm/dd/yyyy):

An employer-sponsored health plan meets the “minimum value standard” if the plan’s share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs (Section 36B(c)(2)(C)(iii) of the Internal Revenue Code of 1986)

PERSONNEL 4111

Recruitment and Selection of Employees

1. Purpose

The Cranston School Committee is committed to providing the highest quality educational Program for the Cranston Public Schools in accordance with the highest aspirations of the community and the staff.

This common goal shall be the concern of the Administration, the School Committee and the community at large.

Professionalism

Cranston Public Schools is dedicated to providing each individual

with an opportunity to realize his/her full potential in an educational environment which emphasizes student achievement and success.

Innovation and best practices based on research are an important aspect of the Cranston Public Schools' educational programs.

II. RECRUITMENT AND SELECTION

It shall be the duty of the Superintendent of Schools to assure that persons recommended for employment shall meet all qualifications established by law and by the Cranston School Committee for the type of position for which the recommendation is made.

All efforts in recruitment shall be directed at attracting the most qualified persons possible and additional effort shall be made to attract persons from diversified backgrounds. Also, efforts will be made to pursue affirmative action through positive and aggressive measures.

To accomplish this requirement, all vacancies will be clearly posted within the school district and, depending on the position, should be advertised on a state or national level, as determined appropriate by the Superintendent or his/her designee.

When a position has been determined to be vacant and has not been deemed by the School Committee as a position that should be

eliminated, then, that position will be posted and filled as soon as possible. Posting will be for 14 calendar days.

Policy Adopted: 9/28/72

Amended: 1/17/77, Amended: 1/20/87 (Resolution 87-1-25)

Amended: 9/19/94 (Resolution 94-9-40)

Amended: 3/15/99 (3/22/99) (Resolution 99-3-21) CRANSTON

PUBLIC SCHOOLS

Amended: 10/21/13 (Resolution 13-10-) CRANSTON, RI

PERSONNEL 4111(a)

RECRUITMENT AND SELECTION OF EMPLOYEES

The following procedures shall apply to determining the need for and selection of candidates for new and replacement positions:

1. The Chief Operating Officer shall consult regularly with appropriate administrative staff to determine whether a vacancy exists.

2. The Chief Operating Officer shall meet with appropriate administrative staff to determine job specifications and/or criteria for evaluation of candidates.

3. Files of candidates shall be reviewed by Administrators and the Personnel Office and interviews shall be scheduled. All Affirmative Action policies and procedures adopted by the Cranston School Committee shall be adhered to. Candidate files will be reviewed with sensitivity to equity issues such as gender, racial/cultural diversity, disability and other legally protected status.

4. To ensure balanced representation a team of interviewers should be selected to include at least an administrator, teacher, and parent. If the team is interviewing for a non-certified position the team would consist of an administrator, a member of the department or school. The purpose of the screening Committee is to interview all qualified applicants and to forward to the Superintendent for consideration and recommendation:

a. The Screening/Interview Committee will be formed with sensitivity to equity issues.

b. The appropriate administrators will develop a list of interview questions.

c. Those administrators will review and select candidates to be interviewed based on the job description and written criteria developed by the interview team.

d. Cranston substitutes and/or Cranston residents who apply for the specific posted position will be considered for an interview.

e. The team will be given the opportunity to review applications on file

to determine if there are any other individuals that could be considered.

5. Each member of the Screening/Interview team must attend all interview sessions with prospective candidates for a particular position. If a person is not able to attend all interview sessions, that person has no rating privilege.

6. After a candidate is interviewed, each member of the Screening/Interview team shall complete a Report of Interview form without consultation. Results of the interview will be made known to members of the Screen/Interview team and the results will be confidential.

7. The chairperson of the Screening/Interview team will submit, through the appropriate central administrator to the Superintendent, the top candidates in alphabetical order, with supporting data, defining characteristics of strengths and weaknesses as related to job specifications and responses to the interview questions.

8. When dealing with large numbers of candidates, the screening/interview teams should include with the interview results, supporting data, defining characteristics, and the strengths and weaknesses of the candidates. Questions should cover a broad spectrum as appropriate to student needs and programs.

9. The Screening/Interview team will submit all work to the

Superintendent who has the ultimate responsibility to recommend a candidate to the School Committee at the next scheduled meeting.

10. Screening /Interview team must understand that the entire screening process must be held in the strictest confidence.

11. Other consideration by the Superintendent

a. Successful substituting experience and other experience in the classroom (practicum and student teaching)

b. Cranston Resident

c. Cranston Substitute

d. Any other information in candidates file

- degree**
- transcripts**
- test score (if applicable)**
- recommendations**
- community involvement**
- professional affiliation**
- evaluations**

12. Unsuccessful applicants may contact the Chief Operating Officer to discuss their candidacy.

Regulation:

Revised: 9/19/94 (Resolution 94-9-40)

**Amended: 3/15/99 (3/22/99) (Resolution 99-3-21) CRANSTON
PUBLIC SCHOOLS**

Amended: 10/21/13 (Resolution 13-10-) CRANSTON, RI

PERSONNEL 4112.1

APPOINTMENT

All professional and non-certified employees will be appointed by a resolution of the Cranston School Committee. A written confirmation will be mailed to the new employee who will include a copy of their collective bargaining agreement or the appropriate non-certified employee policy.

Policy Adopted: 9/28/72 CRANSTON PUBLIC SCHOOLS

Readopted 8/20/73 CRANSTON, RI

Policy Amended: 10/21/13

Resolution 13-10-

4115.2(a)

PERSONNEL

Promotions

A. Promotional positions are defined as positions below the rank of Assistant

Superintendent.

B. All vacancies in promotional positions shall be filled pursuant to the following procedures:

1. A notice shall be posted in every school building clearly setting forth a description of and the qualifications for the positions.

2. Such notices shall be posted as far in advance as practicable, and at least ten (10) school days before the final date for submission of applications.

3. Employees who desire to apply for such vacancies shall submit their letter of intent and resume to the Superintendent or specified representative within the time limit specified in the notice.

Applications shall include qualifications for the position as well as other data requested in the notice and/or helpful in evaluating the applications.

4. Employees who apply and are qualified for such positions shall be interviewed by a committee appointed by the Superintendent. Interview ratings for each qualified applicant shall be prepared independently by each member of the committee. Recommendation for a vacancy shall be made by the Superintendent from among the top three applicants unless he/she decides to make no recommendation from such applicants.

C. All employees who apply and are qualified for a promotional position shall be

Interviewed and shall subsequently be notified of the disposition of their

application before the appointment is made.

Policy

Revised: 10/16/78

Amended: 7/19/82

Amended: 10/21/13 CRANSTON PUBLIC SCHOOLS

Resolution: (13-10-) CRANSTON, RI