

***Please note change in time for Executive Session. Time was changed from 6:00 p.m. after legal ad was published in the “Cranston Herald.”**

CRANSTON SCHOOL COMMITTEE MEETING

MONDAY, NOVEMBER 19, 2007

WESTERN HILLS MIDDLE SCHOOL

400 PHENIX AVENUE

EXECUTIVE SESSION: 5:30 P.M.

PUBLIC SESSION: 7:00 P.M.

AGENDA

I. *Call to Order – 5:30 p.m. – Convene to Executive Session pursuant to RI State Laws PL 42-46-5(a)(1) Personnel (Boys’ Indoor Track Coach Applicants) and PL 42-46-5(a)(2) Collective Bargaining and Litigation (Possible Litigation – Caruolo Action)

II. Executive Session

III. Call to Order – Public Session

IV. Roll Call / Quorum

V. Executive Session Minutes Sealed – November 19, 2007

**VI. Minutes of Previous Meetings Approved – October 10, 2007;
October 11, 2007; October 15, 2007**

VII. Public Acknowledgements / Communications

VIII. Chairperson Communications

IX. Superintendent Communications

X. School Committee Member Communications

XI. Public Hearing

a. Students (Agenda/Non-agenda Items)

b. Members of the Public (Agenda Matters Only)

XII. Consent Calendar / Consent Agenda

SPONSORED BY THE COMMITTEE

NO. 07-11-1 – Whereas, Antonio (Tony) Centore has been a faculty member of the Cranston Public Schools since 1957 serving as a history teacher for one year; in a dual role as history/social studies/guidance counselor for eleven years, and guidance counselor for thirty-eight years. Tony taught for two years at Cranston High School West and forty-eight years at Cranston High School East; and

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Whereas, Tony Centore was one of the leading Financial Aid advisors in the United States whereby he helped numerous students obtain financial help to attend the college of their choice by attending Financial Aid conferences throughout the country, and

Whereas, the name “Tony Centore” is synonymous with “high school football”. Tony began his football coaching career as a Junior Varsity coach at Central High School in 1946, and some of his career assignments have included assistant football and baseball coach at Central High School; head basketball coach at Central High School; assistant football coach at Central High School; assistant football coach at Cranston High School East for twelve years; assistant wrestling coach at Cranston High School East; and Tony was the first coach of the Cranston High School West football team when the school opened and joined the Rhode Island Interscholastic League in 1962. In 1973, Tony was appointed assistant football coach at Johnston High School; in 1979, he was appointed head football coach at Johnston High School, a position he held until 2002. Despite a small enrollment, his teams competed against teams in the state’s top division from 1979 to 1989. In 1979, the Johnston High School Football team won the first football title in the eighteen years of the school’s existence. His Johnston teams made two additional Super Bowl appearances; the undefeated 1991 team earned the Johnston High School’s first Super Bowl victory. Under Tony’s direction, Johnston High School’s football teams had one hundred forty-eight

wins and seven ties. In 2003, he went back to being an assistant coach at Cranston High School East. In 2004, the Cranston High School East team earned a playoff slot and in 2005, Cranston East won the Division II Super Bowl which was its first Super Bowl appearance since 1987.

Whereas, in 1981, Tony was elected to the Rhode Island Football Coaches' Hall of Fame. He was also selected by the Rhode Island Football Coaches' Association as its 1992 nominee for the National High School Athletic Coaches' Association Award as National Coach of the Year. In 1993, he was inducted into the National Italian American Sports Hall of Fame. He is also a member of the Providence Gridiron Hall of Fame and most recently was inducted into the Rhode Island Chapter of the National Football Foundation's Hall of Fame for his contributions to amateur football. There are forty-two high schools with football programs in the State of Rhode Island, and four of the school's head coaches were former players of his at Johnston High School.

Be it RESOLVED, that Tony Centore be congratulated and honored by the Cranston School Committee for his lifetime of service and dedication to the Cranston High School East students and student athletes throughout the State, and

Be it further RESOLVED that Tony be presented with a copy of this Resolution signed by the members of the School Committee.

SPONSORED BY MR. STYCOS

NO. 07-11-2 - RESOLVED, that Policy No. 7550, Dedication of Project, as amended, be approved for first reading.

ADMINISTRATION

PERSONNEL

NO. 07-11-3 - RESOLVED, that at the recommendation of the Superintendent, the following certified personnel be appointed for the remainder of the 2007-2008 school year:

Meghan Reynolds, salary to be at the second step of the prevailing salary schedule

Education – Rhode Island College, BS

Experience – Lincoln School Department

Certification – Elementary/Middle Special Education

Assignment – Bain Middle School, 1.0 FTE, Life Skills

Effective Date of Appointment – November 26, 2007

Authorization – New

Fiscal Note: 11532031 512100

NO. 07-11-4 - RESOLVED, that at the recommendation of the

Superintendent, the following certified personnel be appointed as substitutes on a temporary basis as needed:

Karen Ricci Elementary/Middle Special Education

Kara Gelke Elementary/Middle Special Education

Daniel Zaluski General Subject Matter, K-12

Jacqueline Parisen Middle School Social Studies/English

Jennifer Link Elementary, PK-2

Carolyn Mellors Secondary History

Michelle McConoughey General Subject Matter

Peter Riley General Subject Matter

Lisa Placido Elementary

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NO. 07-11-5 – RESOLVED, that at the recommendation of the Superintendent, the appointment of the following coaches be

approved:

Richard Zuckerman, Assistant Girls' Co-Op Hockey, Cranston High School East/Cranston High School West

Step – 2

Class – D

Playing Competition – Hawthorne College

Experience – Hawthorne College

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

Daniel Zaluski, Assistant Boys' Hockey, Cranston High School East

Step – 3

Class – D

Playing Competition – Michigan State University

Experience – Volunteer, Mount St. Charles

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

NO. 07-11-6 – RESOLVED, that at the recommendation of the Superintendent, the following individuals be appointed as volunteer coaches:

Ronald Provencal, Co-Op Girls' Hockey

NO. 07-11-7 – RESOLVED, that at the recommendation of the

Superintendent, the re-appointment of the following coaches be approved:

Bain Middle School

Robert Manning Head Boys' Basketball

Michele Giardina Head Girls' Basketball

Park View Middle School

Lloyd Bochner Head Girls' Basketball

Kevin Ascoli Head Wrestling

Western Hills Middle School

Joseph Splendorio Head Boys' Basketball

Michael Rachiele Head Girls' Basketball

Victor Caldarone Head Wrestling

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Cranston High School East

William Monigan Head Boys' Basketball

William Coughlin Assistant Boys' Basketball

Peter Zanfagna Freshman Boys' Basketball

Lauren Brown Head Girls' Basketball

Robert Finelli Head Boys' Hockey

Robert La Banca Head Girls' Indoor Track

Robert Bouchard Head Boys' and Girls' Swimming

Christopher Tribelli Head Wrestling

**Paul Giarusso Assistant Wrestling
Cranston High School West
James Moretti Head Boys' Basketball
Kenneth Hopkins, Jr. Assistant Boys' Basketball
Gerard Marzilli Freshman Boys' Basketball
Carmine Goneconte Head Girls' Basketball
David Fontes Assistant Girls' Basketball
Craig Sacco Head Coach Boys' Hockey
Wayne Lindberg Assistant Coach Boys' Hockey
Sheila Lagasse Head Girls' Indoor Track
David Barr Head Boys' Indoor Track
Jamie Ferretti Head Boys' & Girls' Swimming
Mathew Claeson Head Coach Wrestling
Cranston Co-op
Lisa Sylvia Head Girls' Co-op Hockey**

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NO. 07-11-8 - RESOLVED, that at the recommendation of the Superintendent, the resignation of the following coach be accepted:

**John Macera, Head Basketball
Park View Middle School
Effective Date: November 19, 2007**

NO. 07-11-9 - RESOLVED, that at the recommendation of the

Superintendent, the following non-certified employees be appointed:

Karla Misto, Three-Hour Food Service Worker

Food Service

Effective Date of Employment: October 22, 2007

Authorization: Replacement

Fiscal Note: 31347179 511000

Sandra Spaziano, Three-Hour Food Service Worker

Food Service

Effective Date of Employment: October 22, 2007

Authorization: Replacement

Fiscal Note: 33047179 511000

Susan Gravel, Assessment Facilitator

Alternate Education Program

Effective Date of Employment: October 29, 2007

Authorization: Replacement

Fiscal Note: 51362151 515100

Kim Ford, Bus Monitor

Transportation

Effective Date of Employment: October 18, 2007

Authorization: Replacement

Fiscal Note: 14347518 518600

Lucille Macera, Bus Monitor

Transportation

Effective Date of Employment: October 18, 2007

Authorization: Replacement

Fiscal Note: 14347518 518600

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Tina Trimmer, Three-Hour Food Service Worker

Food Service

Effective Date of Employment: October 29, 2007

Authorization: Replacement

Fiscal Note: 32247179 511000

Joseph Femino, HVAC

Plant

Effective Date of Employment: December 3, 2007

Authorization: New

Fiscal Note: 14547487 518700

Lynn Cull, Technical Assistant

Cranston Area Career & Technical Center

Effective Date of Employment – November 26, 2007

Authorization - Replacement

Fiscal Note - 17432214 514000

NO. 07-11-10 - 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

Susan Manzi

Arda Tavitian

Teresa Cardillo

SECRETARIES

Katherine Taylor

Roseanna Hartley

BUS DRIVER

Richard Adams

NO. 07-11-11 - RESOLVED, that at the recommendation of the Superintendent, the retirement of the following non-certified personnel be accepted:

Joan Connell, Secretary

Special Services

Effective Date: December 28, 2007

Vivian A. Toste, Bus Driver

Transportation

Effective Date: December 28, 2007

NO. 07-11-12 - RESOLVED, that at the recommendation of the Superintendent, the resignation of the following non-certified personnel be accepted:

Jennifer Cepeda, Bus Monitor

Transportation

Effective Date: October 17, 2007

Susan Gravel, Secretary

Alternate Education Program

Effective Date: October 26, 2007

Mayra Marin, Three-Hour Food Service Worker

Food Service

Effective Date: November 2, 2007

Maria Quintanilla, Three-Hour Food Service Worker

Food Service

Effective Date: November 2, 2007

Susanne Perrino, Assistant Director

Food Service

Effective Date: October 31, 2007

GRANTS

NO. 07-11-13 - RESOLVED, that the Cranston Public Schools submit the following grants:

CVS Community Grant for Public Schools

Playing into the Future with Hope and Excitement \$5,000

Horton Program

Integrating Literacy through Exploring Various Genres \$5,000

Eden Park School

Best Buy

Kids on Computers \$9,904

George J. Peters School

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Donors Choose

Digital Camera for Capturing Field Trips \$ 565

Horton Program

How Dewey Gets Around the Library \$ 196

Dutemple School

Multi-Sensory Learning with Me, My Kiddos and Some Felt \$ 306

Dutemple School

Win the Game of Life \$ 505

Stadium School

Discover Drums \$ 463

Garden City School

Increasing Communication with a Web Cam \$ 135

**Horton Program, Sherri Anderson, Special Needs
Teacher**

Hop, Skip Jump—What's the Difference? \$ 302

**Horton Program, Sherri Anderson, Special Needs
Teacher**

Carreling in Knowledge while Studying Silently \$ 405

**Horton Program, Jamie Carello, Special Needs
Teacher**

On Your Mark, Ready, Set—Put your Peddle to the Medal \$ 455

And GO!

**Horton Program, Sherri Anderson, Special Needs
Teacher**

Stop, Look, Listen and Take Action \$ 370

Horton School, Sherri Anderson, Teacher

Art History for the Smaller Minds \$ 227

Arlington School

Shooting Stars \$ 905

Waterman School

Renew our Rusty Rims \$ 167

Dutemple School

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Lois Lensky Covey Foundation

Updating Dutemple's Student Library \$3,000

Dutemple School

Target Teacher Field Trip Grants

Ride Em Cowboy—Hippotherapy \$1,000

Horton Program, Dr. William Catone, School

Psychologist

To Be or Not to Be – Learning All about Shakespeare – \$1,000

A Unit Kickoff

Stone Hill School

Much Ado about Nothing for Kids \$1,600

Stone Hill School

RI State Legislature – (Senator Joshua B. Miller)

Computers and Furniture \$1,500

Dutemple School

BUSINESS

NO. 07-11-14- RESOLVED, that the First Budget Revision be approved as recommended by the Superintendent.

NO. 07-11-15 - RESOLVED, that the following purchases be approved:

Reconditioning of Football Equipment be awarded as follows:

Helmet \$23.99 Riddell

Shoulder Pad \$ 9.25 Riddell

Rib Pad \$ 1.99 Stadium

Game Jersey \$ 1.75 Riddell

Game Pant \$ 1.75 Riddell

Number of bids 2

Number of bids received 2

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POLICY AND PROGRAM

NO. 07-11-16 - RESOLVED, that at the recommendation of the Superintendent, the following Field Trips of Long Duration/Conference Requests be authorized:

Mary Ann Casale, Principal of Garden City School, to travel to Nashville,

Tennessee from April 4, 2008 to April 8, 2008 to attend the NAESP 2008 Convention and Exposition.

Christine Harrington, music teacher, to travel to Albuquerque, New Mexico from February 27, 2008 to March 1, 2008 to attend the American String Teachers' Association National Conference.

Karen Verrengia, Energy Manager for the district, to travel to Oklahoma City, Oklahoma from February 11, 2008 to February 13, 2008 to attend the Energy Winter 2008 Seminar (Energy Education requirement).

Thomas Barbieri, Principal of Hugh B. Bain Middle School, to travel to San Antonio, Texas From February 21, 2008 to February 23, 2008 to attend the NASSP Conference.

NO. 07-11-17 - RESOLVED, that upon recommendation of counsel, Policy No. 5111, Students' Admission, as amended, be approved for second and final reading.

NO. 07-11-18 - RESOLVED, that Policy No. 5146, Students' Competitive Athletics, as amended be approved for second and final reading.

NO. 07-11-19 - RESOLVED, that Policy No. 4200, Non-Certified, Non-Supervisory Personnel, as amended, be approved for first reading.

NO. 07-11-20 - RESOLVED, that Policy No. 1333, Peanut Free/Nut Tree Free Allergies, be approved for first reading.

NO. 07-11-21 - RESOLVED, that Policy No. 4213.1, Non-Certified Employee Policy, be approved for first reading.

NO. 07-11-22 - RESOLVED, that Policy No. 4212, Non-Certified Appointment, Clerical, be repealed.

XIII. Action Calendar / Action Agenda

XIV. New Business

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XV. Public Hearing on Non-agenda Items

XVI. Announcement of Future Meetings

XVII. Adjournment

School Committee members who are unable to attend this meeting are asked to notify the Chairman in advance.

Any changes in the agenda pursuant to RIGL 42-46-6(e) will be posted on the school district's web site at www.cpsed.net, Cranston Public Schools' administration building, 845 Park Ave., Cranston, RI; and Cranston City Hall, 869 Park Ave., Cranston, RI and will be electronically filed with the Secretary of State at least forty-eight hours (48) hours in advance of the meeting.

Notice Posted: November 15, 2007

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 must have been dead for at least five years.

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: Cranston, RI

Resolution No.:

5111

Students

Admissions

All children who reside in the City of Cranston and are of legal school age are eligible to attend school.

The admission of pupils shall be strictly in accordance with the provisions of the School Committee policy (with no exceptions made.)

Children between the ages of 6 and 16 (except those exempted by law) are required to attend full-time day school as required by Title 16 Rhode Island General Laws.

Legal Reference: General Laws of Rhode Island (as amended)

16-19-1 Attendance required

16-2-27 Eligibility for Attendance-Kindergarten

16-2-28 Eligibility of Attendance-First Grade

Policy adopted: March 20, 1972

Policy amended: April 25, 1977

Policy amended: July 18, 2005

Policy amended: September 19, 2005

Resolution No.: 05-9-31

Policy amended: CRANSTON PUBLIC SCHOOLS

Resolution No.: CRANSTON, RI

5146

Students

Competitive Athletics

Medical Examinations

The goal of the Cranston Public Schools is to provide an ATHLETIC PROGRAM which develops competitive athletes and at the same time promotes educational values, such as sportsmanship, health and scholastic attainment.

Policy adopted: 2/14/83 CRANSTON PUBLIC SCHOOLS Policy

Reaffirmed: Cranston, RI

5146(a)

Students

Competitive Athletics

Procedures for Competition

In order to compete as an athlete (whether as an individual or a member of a team), a student must comply with the following:

(a) The student is enrolled in the school for which he or she wishes to participate.

(b) The student has not been enrolled in high school (grades 9-12) for more than eight semesters.

(c) The student will not have turned 19 before September 1st.

(d) The student is passing 60% of his or her subjects (including health and physical education.)

(e) The student does not have three threes in citizenship on his or her latest report card.

(f) Before the student can practice/tryout, he or she must have a completed Physical Examination form, or obtain a dated release from his or her doctor on his letterhead to be kept on file with the athletic director.

(g) The student must have an Assumption of Risk form on file with the athletic director and the Rhode Island Interscholastic League office.

(h) The student must fill out an Annual Questionnaire form prior to the start of every athletic season that he or she participates in.

(i) The Cranston School Committee requires the student to read and adhere to the Cranston Athletic Department's Player Guidelines form.

(j) While it is not mandatory, it is strongly advised that parents or guardians without medical insurance should strongly consider purchasing school insurance.

Regulations adopted: 2/14/83 CRANSTON PUBLIC SCHOOLS

Regulations amended: CRANSTON, RI

Resolution No.:

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: Cranston, RI

Resolution No.:

COMMUNITY 1333

PEANUT FREE / NUT TREE FREE ALLERGIES

Following the passage of RIGL sec. 16-21-31 entitled: “Notice of Peanut/tree nut allergies – Posting”, The Cranston Public Schools, in conjunction with the direction of the Cranston School Committee, has developed the following policy for Cranston Public Schools regarding peanuts and tree nut allergies for the protection of the health and welfare of our student population. In order to protect all of our students, and effective immediately, the Cranston Public Schools hereby bans all peanut and/or tree nut products from all of our schools, Grades PK-12, including but not limited to all Cranston Public Schools’ buildings, facilities, buses, properties and functions. Postings of this policy will be in accordance with RIGL sec. 16-21-31.

Effective immediately, any and all forms of any peanut and/or other tree nut products are prohibited from being sold, distributed, consumed, transported or possessed by any students, parents, staff, employees, volunteers, contractors or visitors while in or on any Cranston Public Schools’ building, facility, bus, or other vehicle, properties and/or school functions. The intention of this policy is to prevent anyone from bringing any form of peanut or other tree nut product onto school grounds, buildings, vehicles, or functions where Cranston Public Schools’ students may be in attendance, including but not limited to the normal school day, and all extracurricular or after-school functions such as school dances, concerts, athletic events, performance events, or other school functions.

The Cranston Public Schools recognizes our responsibility to provide a safe environment for each and every one of our students. Parents and guardians are requested to cooperate with this policy to help ensure that any of our students who may be at risk from exposure to peanuts and/or tree nut products are protected from inadvertent or accidental contact with such allergens. We have directed our food suppliers and providers to take all measures to prevent the inclusion of any peanut and/or other tree nut products in our school cafeterias and vending operations in conjunction with this policy.

The Cranston Public Schools will implement immediately an education program to advise our students and their parents/guardians of the purpose of this policy as well as of the serious health risks posed to students allergic to these common food products.

PEANUT FREE / NUT TREE FREE ALLERGIES

Once this education program has been completed, students who violate this policy will be subject to counseling and potential discipline. For instance, any student who violates this policy for the first time will be subject to mandatory counseling on the topic as well as the issuance of a written Notice of Violation to the student's responsible parent/guardian(s). Second offenders of this policy will be again counseled and their parent/guardian again warned, but the second warning will include notice of the potential for disciplinary consequences for any future violation of the policy, including but not limited to the potential loss of privileges, detention, in-house suspension or suspension upon a third offense. Non-student violators of this policy will be appropriately warned and/or disciplined as appropriate and subject to any applicable legal and/or contractual rights as the individual may have.

Employees who violate this policy will be sanctioned as appropriate by the progressive disciplinary policy.

Policy Adopted: CRANSTON PUBLIC SCHOOLS
Resolution No.: Cranston, RI

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 PERSONNEL 4213.1 Cont.d

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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25 YEARS	25 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 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: CRANSTON PUBLIC SCHOOLS

Resolution No. Cranston, Rhode Island

POLICY TO BE REPEALED

4212

Personnel – Non-Certified

Appointment

Clerical

New employees shall be considered probationary employees for a period of three (3) months from their date of hire with no rights or recourse to clerical rights but will be subject to all other provisions of the Cranston School Clerks Association Agreement. Upon completion of six-month period, the employee shall be placed on the seniority roster, and the effective date of seniority shall be the date of hire.

Seniority shall be a prime consideration in respect to job security, recalls, and vacation preference.

Policy CRANSTON SCHOOL DEPARTMENT

Adopted: 9/28/72 Cranston, Rhode Island