

CRANSTON 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.

AGENDA

I. Call to Order – 6:00 p.m. – Convene 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)

II. Executive Session

III. Call to Order – Public Session

IV. Roll Call /Quorum

V. Executive Session Minutes Sealed – December 17, 2007

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

VII. Public Acknowledgements / Communications

VIII. Chairperson Communications

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

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

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ADMINISTRATION

PERSONNEL

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

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

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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

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

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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**

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

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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

GRANTS

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

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

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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

BUSINESS

**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.

Number of bids issued 13

Number of bids received 2

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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

POLICY AND PROGRAM

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.

XIII. Action Calendar / Action Agenda

XIV. New Business

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: December 13, 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 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: 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.:

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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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: CRANSTON PUBLIC SCHOOLS

Resolution No. Cranston, RI