

CRANSTON SCHOOL COMMITTEE MEETING

SEPTEMBER 16, 2013

WESTERN HILLS MIDDLE SCHOOL

400 PHENIX AVENUE, CRANSTON, RI 02920

EXECUTIVE SESSION 6:00 P.M.

IMMEDIATELY FOLLOWING - PUBLIC SESSION

MINUTES

This School Committee meeting was held on the evening of the above date in the auditorium of Western Hills Middle School with the following members present: Chairperson Iannazzi, Mrs. McFarland, Mrs. Ruggieri, Mrs. Culhane, Mr. Traficante, Mr. Colford and Mr. Gale.

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

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

- A. (Renewal of Contracts – Administrators/Principals)**
- B. (Perspective Administrator Contracts)**
- C. (Non-certified Supervisory – Confidential Employees)**

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

- A. Contract Negotiations' Update(s)=**
- B. (Secretaries)**

C. (Teachers)

D. (Teacher Assistants)

E. (Bus Drivers, Mechanics)

F. (Tradespeople)

Called to Order at 7:05 p.m. – Public Session

The Pledge of Allegiance was conducted.

Roll Call – Quorum – the roll was called; there was a quorum present.

Executive Session Minutes Sealed – September 16, 2013

No votes were taken in executive session. Those individuals discussed in executive session were noticed.

A motion to seal these minutes was made by Mrs. Culhane; seconded by Mr. Gale. The roll was called; all were in favor.

Minutes of Previous Meetings Approved – August 14, August 19, and August 28, 2013.

A motion to seal these minutes was made by Mr. Gale; seconded by Mrs. Culhane. The roll was called; all were in favor.

Public Acknowledgements/Communications – there were none.

Chairperson's Communications – Ms. Iannazzi stated – I speak for the entire School Committee – I just want to take a brief moment of everyone's time to have everyone look around them and notice the

stunning new carpet here and in the library. The School Committee wishes to thank Councilman Santamaria, Director Strom and Mayor Fung for these improvements. They were greatly needed and we appreciate their generosity.

Superintendent's Communications – Dr. Lundsten stated – tomorrow you will see up on the website the completed District Strategic Plan (DSP). I hope you will take a good look at it. As I did last fall, I'll be conducting Superintendent's meetings across the city in the evenings and the middle of the day. I will also post those times and dates on the website. You can attend any one of those meetings. I am obviously looking for feedback, questions, and strategies as it is a very rigorous plan but I am very confident that we will be able to do it to help all of our children to succeed.

School Committee Member Communications – Mrs. Ruggieri stated – I just wanted to thank all the volunteers who came out today. We shucked 2,700 ears of corn for the kids for local produce day on Wednesday.

Public Hearing

- a. Students (Agenda/Non-Agenda Matters) – no speakers.**
- b. Members of the Public (Agenda Matters Only)**

Wenley Ferguson, 48 Bartlett Avenue

Ms. Ferguson stated – I just wanted to share my support and thank

Trent Colford and Mr. Traficante and Jeff Gale and other School Committee members that I have talked to over the summer who have been working hard to come to some type of agreement on the opportunity for students to go...to petition into schools outside of their home school and I urge you to support the amendment that is before you tonight so that children who are already in different schools have the opportunity to continue to graduate from those elementary schools and thank you for all your work on this over the last three or four months.

Ray Pasquariello, 2072 Cranston Street

Mr. Pasquariello stated – Definitely here again just supporting the revised permit to the permit policy and to...on behalf of my wife who couldn't make it this evening also to thank you all for all of your efforts.

Proposed Consent Agenda – Resolutions 13-9-1, 2, 3 w/addendum, 4, 5, 6, 7, 8, 9, 10, 11, 13, 15, 16, 18, and 19. A motion was made by Mr. Traficante; seconded by Mrs. McFarland. The roll was called; all were in favor.

Action Calendar/Action Agenda

** **

RESOLUTIONS

PERSONNEL

ADMINISTRATION

NO. 13-9-1- RESOLVED, that at the recommendation of the Superintendent, said certified administrator be appointed as follows:

Laurence Birmingham, Assistant Principal, Hugh B. Bain Middle School

Effective Date: September 30, 2013

See attached Financial Impact Analysis

Dr. Lundsten welcomed Mr. Birmingham to Cranston Public Schools.

NO. 13-9-2- RESOLVED, that at the recommendation of the Superintendent, said certified personnel be recalled from layoff and,

Be it further RESOLVED, that the Superintendent notify these individuals of the committee's actions.

NO. 13-9-3- RESOLVED, that at the recommendation of the Superintendent, the following certified personnel be appointed (for the remainder of) the 2013-2014 school year:

Jessica Troia, Step 2

Education...URI, BA

Experience...Cranston Substitute

Certification...Special Education Middle\Secondary

Assignment...Cranston East .6 FTE

Effective Date...August 26, 2013

Authorization...Replacement

Fiscal Note....11313260 51110

Michelle Peasley, Step 3

Education...RIC, BA

Experience...Cranston Substitute

Certification...Special Education Elementary\Middle

Assignment...Hope Highlands .5 FTE

Effective Date...August 26, 2013

Authorization...Replacement

Fiscal Note....13413260 51110

Ashly Paris, Step 7 + MAT

Education...East Carolina University, BS

Experience...Central Falls School District

Certification...Elementary ESL

Assignment...Gladstone 1.0 FTE

Effective Date...September 30, 2013

Authorization...Replacement

Fiscal Note... 11913180 51110

Karen Jerozal, Step 12 + MA

Education...RIC, BS, PC, MA

Experience...Central Falls School Department

Certification...Special Education Elementary/Middle

Assignment...Bain 1.0 FTE Special Education Dept. Chair

Effective Date...September 30, 2013

Authorization...Replacement

Fiscal Note...11535020 51110

Susan Dean, Step 12 + MA

Education...RIC, BS, MA

Experience...Central Falls School District

Certification...Middle School ESL 5-8

Assignment...Bain 1.0 FTE

Effective Date...September 30, 2013

Authorization...Replacement

Fiscal Note...11513060 51110

Plus Addendum:

Michaela Salois, Step 1

Education...URI, BA

Experience...East Providence School Department

Certification...Secondary Math

Assignment...Cranston West .6 FTE

Effective Date...August 26, 2013

Authorization...Replacement

Fiscal Note... 12612280 51110

Dr. Lundsten welcomed the new teachers to Cranston Public Schools.

NO. 13-9-4- RESOLVED, that at the recommendation of the Superintendent, the following certified personnel be appointed as substitutes on a temporary basis as needed:

Jeffrey Stoloff, Secondary Social Studies

Nicole Dubois, Secondary English

Kathryn Thomas, Secondary History

Megan Dincher, Secondary English

Crystal Rivera, Elementary

Matthew Jolivet, Physical Education, K-12

Ashley Baxter, Elementary

Arielle Orefice, Early Childhood, PK-2

NO. 13-9-5- 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:

Brianna Tasca, Teacher

Itinerant

Effective Date: February 2014 to August 31, 2015

NO. 13-9-6- RESOLVED, that at the recommendation of the

Superintendent, the retirement of the following certified personnel be accepted:

Linda Stanelun, Principal

Oak Lawn Elementary School

Effective Date: September 6, 2013

NO. 13-9-7- RESOLVED, that at the recommendation of the Superintendent, the resignation of the following certified personnel be accepted:

Christopher D'Ambrosio, Jr., Assistant Principal

Cranston High School East

Effective Date: September 6, 2013

NO. 13-9-8- RESOLVED, that at the recommendation of the Superintendent, the following non-certified personnel be appointed:

Stephanie Caruso, Bus Monitor

Transportation

Effective Date...August 27, 2013

Authorization...Replacement

Fiscal Note....11245120 51110

Marie Mills, Bus Monitor

Transportation

Effective Date...August 27, 2013

Authorization...Replacement

Fiscal Note...10345090 51110

Eloise O'Shea-Wyatt, Child Outreach Screener

Early Childhood

Effective Date...September 9, 2013

Authorization...Replacement

Fiscal Note...10241050 51110

Maryann Petrella, Teacher Assistant

Western Hills Middle School

Effective Date...September 30, 2013

Authorization...Replacement

Fiscal Note...12946020 51110

Lauren Germani, Computer Technician

Technology

Effective Date...September 30, 2013

Authorization...New

Fiscal Note...17342660 51110

Dr. Lundsten welcomed these new employees to Cranston Public Schools.

NO. 13-9-9- RESOLVED, that at the recommendation of the

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

James Saccoccio, Custodian

Margaret McGwin, Teacher Assistant

Lori Menna, Teacher Assistant

Janet Caramadre, Teacher Assistant

Albert Renzi, III, Custodian

Steven Massena, Bus Driver

Sileng Kang, Teacher Assistant

NO. 13-9-10- RESOLVED, that at the recommendation of the Superintendent, the retirement(s) of the following non-certified personnel be accepted:

Patricia Laorenza, Teacher Assistant

Transition Program

Effective Date: August 22, 2013

Gail Leone, Executive Administrative Assistant

Central Administration

Effective Date: December 31, 2013

Dr. Lundsten stated – so in addition to have new folks we have some folks leaving us with retiring. We have three tonight – Patricia Laorenza who has been with the Transition Program and she has

been a teacher assistant for twelve years and we wish her well in her new endeavors. The next one is rather difficult for me, it's Gail Leone and many of you know Gail, she alternates at the School Committee meetings, sometimes she's up here and sometimes she is in the audience. She was also my assistant when I was the assistant superintendent. She is a phenomenal lady, kind of heart, and we wish her the very best after twenty-five years of working for Cranston Public Schools.

And certainly not but least we had a principal retire, Linda Stanelun, she was at Oak Lawn. Some of you may have known her as a teacher; she worked at Western Hills and several other locations. I had the privilege of having her as one of my colleagues when I was a principal. She retires after 30 years of service so we wish her the best.

NO. 13-9-11-RESOLVED, that at the recommendation of the Superintendent, the resignation(s) of the following non-certified personnel be accepted:

**Paula Deruosi, Teacher Assistant
Garden City Elementary School
Effective Date: August 26, 2013**

**Dianne Araby, Teacher Assistant
Gladstone Elementary School**

Effective Date: August 26, 2013

**Carolyn Taylor, Teacher Assistant
Edgewood Highland Elementary School**

Effective Date: September 20, 2013

Suzanne Dail, Bus Monitor

Transportation

Effective Date: August 26, 2013

BUSINESS

POLICIES AND PROGRAMS

NO. 13-9-12- RESOLVED, that at the recommendation of the School Committee, the following personnel policies be deleted:

#4100 – Professional

#4111.8 – Criminal Conviction Data Search

#4112.1 – Contracts

#4112.4 – Orientation

#4112.6 – Volunteer Policy – Coaching/Extracurricular Positions

#4113 – Certification

#4113.1 – Elementary Certification

#4113.2 – Secondary Certification

#4115(a)(b) – Involuntary Reassignments and Transfers

#4115(c) – Voluntary and General Reassignments and Transfers

#4115.1 – Teaching Hours and Teaching Load

#4116.1 – Civil and Legal

#4116.12 – Personal and Academic Freedom

#4116.21 – Academic Freedom

#4116.35 – Librarians

#4117 – Probation and Evaluation

#4117.1 – Administrative Evaluation

#4117.2(a) (b) – Extracurricular and Related

#4118 – Tenure – Probationary Period

#4119 & 4119.2 – Separation/Emergency Suspension

#4120 – Replacement Teachers

#4122.1 – Substitute Teachers

#4125 & 4126 – Positions in Summer School, Evening School, under Federal Programs and in Extracurricular Activities

#4131 – Professional Growth

#4131.1 – Long-term Leaves of Absence

#4133 – Travel/Professional Activities

#4133.1 – Travel/Professional/Activities

#4134 – Tutoring

#4135 – Organizations

#4135.1(a) – Rights of the Alliance

#4135.1(b)(c) – General

#4135.1(a) (b)(c)- Agreements

#4135.2 – Committees/Meetings

#4135.3 – Negotiation Procedure

#4135.4 – Grievances

#4136 – Meetings

#4141 – Salaries

#4142(a)(b) – Dues Deduction

#4143 – Extra Pay for Extra Work

#4144 – Insurance; Workmen’s Compensation

#4144(a)(b) – Salary Continuation Policy

#4145 – Insurance

#4147.4 – Faculty Facilities/Aides

#4148 – Teacher Protection

#4150 – Absences, Leaves and Vacations

#4151(a)(b)(c)(d) – Absences

#4152(a)(b)(c) – Long-Term Leaves of Absence

#4152.1 – Sabbatical Leave

#4152.3 – Maternity Leave

#4152.4 – Military Leave

#4152.5 – Health and Hardship Leave

#4152.7 – Political Leave

Personnel-Non-Certified

#4210 - Employment: Conditions of Work

#4211 – Recruitment and Selection

#4214 – Health Examination – Cafeteria Workers

#4215.2 – Promotion

#4216 – Responsibilities and Duties

#4216.2 – Bus Drivers

#4216.6 – Teacher Aides

#4217 – Evaluation

#4219 – Separation

- #4221 – Growth in Job Skills**
- #4232 & 4236 – Salary Checks and Deductions**
- #4233 – Overtime Pay**
- #4234 - Insurance: Workmen’s Compensation**
- #4235 – Hospitalization**
- #4236 & 4232 – Retirement Compensation**
- #4236.1 – Tax Sheltered Annuities**
- #4237.4 – Uniforms**
- #4241.1 (a)(b) – Personal Illness and Injury**
- #4241.3 – Bereavement**
- #4241.4 – Legal Commitments and Transactions**
- #4241.21 – Quarantine**
- #4243(a)(b)(c) – Vacations/Holidays**

Moved by Mrs. Culhane; seconded by Mr. Traficante. Discussion.

Mr. Traficante stated – I will be as brief as possible. At the beginning of the school year the chair of the school committee assigned each of the members of the School Committee to look at the policy books and to either delete or update the policies that have been in existence for years. I was assigned to the personnel policies so I met with Mr. Votto and Mrs. Coogan and we went over all of these policies. We are recommending tonight that 74 of the policies be deleted and we are also recommending that 10 or 12 of them be revised and that will take place at our October meeting. The reason why the polices are being

deleted is because any policy that was part of either state law or part of a collective bargaining agreement should be deleted; it should not be part of our policy books therefore that is why they are on the agenda tonight to be deleted. One that is being considered tonight for revision is the volunteer coaching policy and that will be addressed by the school committee later in the evening.

The roll was called; all were in favor.

NO. 13-9-13- RESOLVED, that at the recommendation of the School Committee, the following policy be amended:

#4112.7 – Cranston Public Schools Athletic Department Handbook (policy attached for first reading - changes are on page 15 of the handbook.)

NO. 13-9-14- RESOLVED, that at the recommendation of Mr. Colford and Mr. Traficante, policy #5117 be revised to policy #5117(a):

#5117(a) Revised Permit to Attend Non-Home School Policy (policy attached)

Moved by Mrs. Ruggieri; seconded by Mr. Traficante. Discussion.

Mrs. Ruggieri stated – I just want to make one comment and then one friendly amendment. The comment I am going to make it that is if this policy passes for tonight that parents who have children who are on these permits, really need to have that conversation every year with that child regarding the fact that there is a possibility, because this is only a one year permit their child's permit may not be approved for

the following year and I know that was an issue for some people saying that they didn't have that notice or they didn't have that conversation. So I would just kind of recommend to parents that if your child is attending a school which is not their home school and these permits, while they don't need to be renewed every year insofar as handing in information that you should be having that conversation.

The amendment that I would like to make would be regarding number 2 under the permit criteria and that would be that medical documentation must be presented and recertified each year so while we are not going to require the reapplication of a permit every year, that this medical documentation should be recertified and reapplied every year and that is a friendly amendment to #2.

Chairperson Iannazzi asked if that was accepted as a friendly amendment by the sponsors, Mr. Traficante and Mr. Colford. They were both in agreement.

Mrs. Culhane stated- I have one question about that. If the documentation was no longer upheld would then the parents have to reapply and how would that be worded? In other words, whatever the medical issue was had been resolved, would they still be allowed to continue on that permit?

Mrs. Ruggieri stated – it is my understanding that if they don't meet the criteria that is set then they can go through the appeal process. If that is the reasoning for the permit and that no longer applies then they must meet the criteria that is set.

Chairperson Iannazzi stated – I would just like to thank Assistant

Superintendent Jeannine Nota-Masse for probably spending hundreds of hours over the last four months dealing with permits, also dealing with the brunt of parents' criticism which wasn't really fair to her but she rose to the challenge and has once again demonstrated the grace that she demonstrates on a daily basis. I do appreciate all of her work on this issue.

There being no further discussion the roll was called; all were in favor.

NO. 13-9-15- RESOLVED, that at the recommendation of the School Committee, the 2013-2014 Cranston School Committee Meetings and Work Session Schedule (as amended) be approved. (See attached – change in dates of November 13 to November 20; 6 p.m. start and November 18 to November 25; 5 p.m. special start time).

NO. 13-9-16- RESOLVED, that at the recommendation of the Superintendent, the following Field Trip(s) of Long Duration/Conferences be approved:

1. John E. Murray, Lieutenant Colonel, Aviation, United States Army (Ret) (JROTC) at Cranston High School East, to travel to Ft. Knox, KY from February 24, 2014 – February 28, 2014 to attend the JROTC School of Cadet Command Advanced Recertification, at no cost to the school department. All expenses to be covered by the government. Please see attached conference form and back-up.

2. Gerald R. Thifault, Sergeant Major (Ret) Army Instructor (JROTC) at Cranston High School East, to travel to Ft. Knox, KY from April 6, 2014 – April 11, 2014 (alternate date: May 18-23, 2014) to attend the U.S. Army JROTC School of Cadet CMD Advanced Recertification, at no cost to the School Department. All expenses to be covered by the Government. Please see attached conference form and back-up.

BUSINESS

PURCHASES AND PURCHASED SERVICES

NO. 13-9-17- RESOLVED, that the following purchase be approved:

Lumber in the amount of \$5,602.02

Number of bids issued 5

Number of bids received 3

Moved by Mrs. Ruggieri; seconded by Mr. Traficante. Discussion.

Mrs. Ruggieri asked – what is the lumber for?

Mr. Balducci stated – Mostly the Career & Tech programs. It is being split up between two vendors. Basically a request comes in and my office tabulates, puts it out to bid, and this year we separated them based on the type of lumber being purchased between two vendors.

Mrs. Ruggieri stated – then I guess my follow up question for this might even be something Mr. Auth might need to deal with at some point is that when we are purchasing items, especially something for the Career and Tech Center that is being use for projects and things like that is there any kind of audit done as far as we are purchasing

\$5,600 worth of wood. Is the flip side of that, we have actual invoices or something that can say, we actually used all of that wood for projects, that were student based projects and that kind of thing. I mean that would apply to any of the programs that we are purchasing things for.

Mr. Balducci stated – my office does an audit on every single school account, on every school program, every year. The Career & Tech, no different. We have begun the process of, using the Career & Tech as an example, we delve in a little bit deeper into one particular program. We did that with the Child Development program a couple of years back. Last year we did it with the Culinary program as well so they may be on our radar screen this year. So, again, it's just to make sure, as you mentioned that the product is being used appropriately.

There being no further discussion the roll was called; all were in favor.

NO. 13-9-18- RESOLVED, that the following purchase be approved:

Women's Soccer Uniforms in the amount of \$4,816.32

Number of bids issued 6

Number of bids received 3

NO. 13-9-19- RESOLVED, approval of the financial lease with Dell Financial Services for the tax exempt lease purchase of 660 laptops, 22 carts, 610 headsets, 22 wireless access points, and 660 optical mouse. Yearly cost in the amount of \$210,658.98 for two years. Dell is part of the educational pricing and part of the State of Rhode Island

MPA.

NO. 13-9-20- RESOLVED, to accept or reject the lease between Cranston Public Schools and the New England Laborers' and Cranston Public Schools Construction and Career Academy.

Moved by Mrs. McFarland; seconded by Mr. Gale. The roll was called:

Mr. Colford Yes

Mrs. Culhane Yes

Mr. Gale Yes

Mrs. McFarland Yes

Mrs. Ruggieri Yes

Mr. Traficante Recused

Ms. Iannazzi Yes

Resolution passed.

Public Hearing on Non-Agenda Items

Suzanne Arena, 88 Lakeland Road

Ms. Arena spoke about an MIT Study and asked that Cranston Public Schools consider conducting this study during the 2013-2014 school year. (Speech on file in the Superintendent's office).

Announcement of Future Meetings – October 9 and October 21, 2013.

Adjournment

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

Ruggieri. All were in favor.

Respectfully submitted,

Paula BM McFarland

**Clerk **

4112.7

CRANSTON

PUBLIC SCHOOLS

ATHLETIC DEPARTMENT HANDBOOK

** **

TABLE OF CONTENTS

Goals and Objectives 1

Purpose of Handbook 2-3

Role of the Athletic Director 4-8

Duties of the Head Coach 9-12

Duties of the Assistant Coach 13

Duties of Equipment Manager 14

Volunteer Coaches 15

Reappointment of Coaches 15

Cell Phone Usage and Recording Devices 15

Code of Ethics: Sportsmanship 16

Athletic Awards 17

First Aid Concerns 18

4112.7

GOALS AND OBJECTIVES

The major goals and objectives of the Athletic Department are:

\$ to encourage good sportsmanship

\$ to foster development of skills and teamwork

\$ to develop self-discipline

\$ to develop a positive self-image

\$ to develop a respect for constituted authority

\$ to cultivate healthy values and attitudes

\$ to develop goals geared toward achievement and success

\$ to develop enthusiasm and appreciation for athletics

\$ to provide a positive role model for athletes in language and decorum

1

** **

PURPOSE OF HANDBOOK

This Handbook is designed to serve the Athletic Director, all coaches and managers in the Cranston Public School's Athletic Program. It will serve as a directory and guide for effective athletic administration at the middle school and high school levels. It will assist in answering basic questions relating to the Rhode Island Interscholastic League requirements, school athletic requirements and team administrative responsibilities.

The policies outlined in this handbook summarize current policies of the Cranston Public Schools Athletic Department Programs and are intended as guidelines only. In addition, the language and policies of this handbook do not create and cannot be construed to create an expressed or implied contract of employment or continuation of employment between the Cranston Public Schools and any or all of its coaches. While we believe wholeheartedly in the policies described herein and while there are contractual conditions of employment, employment with the Cranston Public Schools, with regard to the Athletic Director, coaches and managers is on an at-will basis. This means that the employment relationship may be terminated at any time by either party for any reason not expressly prohibited by law.

2

The Cranston Public Schools retains the right to make all decisions involving policies, management and employment. The Cranston

Public Schools reserves the right to modify, revoke, suspend, terminate, amend or change any or all of the policies contained herein.

The handbook supersedes and replaces any and all prior handbooks and/or policies with regard to the Cranston Public Schools Athletic Department.

3

ROLE OF ATHLETIC DIRECTOR

Duties of the Athletic Director

The overall function of the Athletic Director is to plan, develop, and supervise all activities related to interscholastic participation.

Responsibility to Chief Operating Officer

The Athletic Director is responsible to the Chief Operating Officer and is a liaison between the Rhode Island Interscholastic League and the coaching staff. Special duties include:

1. Responsible for submitting required reports:

\$ team bus schedules

\$ team eligibility lists

\$ confirmation of home schedule with opposing schools

\$ complete team schedules

\$ equipment inventory

\$ annual budget request for athletic department

\$ equipment order and purchase

\$ insurance claims with the RIIL Injury Fund

\$ end of season coaching evaluations

\$ gate receipts

\$ Athletic Department checkbook

\$ end-of-year report to superintendent

\$ end-of-year report to Title IX Office

4

** **

2. Major areas of responsibilities and essential duties:

\$ Provide effective leadership for continued evaluation, development, and improvement of the interscholastic athletic program within the goals and objectives and with particular reference to the special needs of the community.

\$ Observe and evaluate all head coaches in their discharge of duties.

\$ Prepare and submit a budget annually to assure adequate funding for the interscholastic athletic program.

\$ Submit annually a financial and extent of participation statement, for the total interscholastic athletic program—receipts, expenditures and student participation.

\$ Supervise and coordinate the care, maintenance, storage, and inventory of all athletic equipment and supplies.

\$ Supervise the maintenance, repair and preparation of all athletic fields and gyms and coordinate the schedule for their use.

\$ Supervise and arrange for the securing and paying of game officials and attendants.

\$ Serve as an official school representative to local, district, and state meetings in matters pertaining to athletic policies, rules, regulations, and tournaments.

\$ Assure adherence to the Rhode Island Interscholastic League policies, regulations, and procedures.

\$ Maintain complete team records for all sports at all levels to include won and loss records, league standings, championships, and number of participation at the beginning and end of each sport season.

\$ Maintain and approve all varsity eligibility lists, parent permission documents, assumption of risk, medical examination, and insurance forms for each sport.

5

\$ Arrange schedules and transportation for all interscholastic sports at all levels of competition (7-12) including league and non-league

opponents, and file game contracts in athletic office.

\$ Provide for the proper administration and supervision of all athletic contests including ticket sellers and takers, security, medical and ambulance service, announcers, game personnel, spectator seating, and parking of vehicles.

\$ Approve all recommendations for athletic awards, distribute awards to coaches and maintain records per sport and season for all awards issued.

\$ Assume responsibility for the revision and recommendation of the “Coaches’ Handbook” for Cranston Public Schools.

3. Responsibility to the coaches

a) Arrange for coaches to receive all required student athletic forms including:

\$ assumption of risk form

\$ annual questionnaire form

\$ form for physical

\$ team eligibility form

\$ bus request form

\$ injury report form

\$ tournament request form

b) Arrange for coaches to receive and collect coach's administrative forms including:

\$ equipment inventory and budget request

\$ end-of-season game reports (where applicable)

6

** **

\$ student athletic awards

\$ coaching evaluation forms

\$ game schedule and bus request

\$ RIIL "Blue Book" (now available online: www.riil.org)

c) Arrange for issuance, collection, and storage of team athletic supplies, equipment, and uniforms.

d) Draw up practice times for use of facilities.

e) Prepare game schedule and practice schedule for custodial staff.

f) Assist the head coach in inspection of facilities for safety before utilization.

g) Insure that coaches follow all rules and regulations pertaining to athletic practices, schedules, games and facilities.

h) Maintain a file for every student participating in high school athletics.

i) Evaluate head coaches at the end of their season of coaching for the school year.

j) Ensure that all rules and regulations of the RILL are followed.

4. Responsibility to the Athletic Contest

\$ Be responsible for recruiting personnel supplemental to game officials necessary for various games or matches

\$ Be responsible for payment of officials and all game personnel or delegate such responsibilities.

\$ Supervise the inspection of all athletic facilities before a contest - work with the custodial staff and/or city personnel in planning for contests.

7

\$ Work closely with the custodial staff and/or city personnel to provide the necessary maintenance of athletic areas

\$ Arrange for varsity teams and officials to be escorted to the locker facilities or back to their method of transportation.

\$ Supervise the sale of tickets and file a financial report following the contest

\$ Assist with home athletic contest, spectators, crowd control, injuries, and game responsibilities.

8

** **

Duties of the Head Coach

**Safety of the athletes is the primary responsibility of the Head Coach.
The Head Coach shall also be responsible for the total program of**

his/her sport. This includes varsity, junior varsity and freshman teams. Each head coach should establish a program development format for each level of play.

The Head Coach must be familiar with the rules and regulations of the Rhode Island Interscholastic League which is available on the league website: www.riil.org.

1. General Responsibilities:

\$ Attend the mandatory pre-season coaches meeting. Sport schedules and league rules will be clarified and established. This is an excellent opportunity to contact teams regarding junior varsity game schedules. Failure to attend this meeting will result in a fine from the RIIL that will be your responsibility to pay.

\$ Meet with assistant coaches before the season to discuss league, school, and team policy procedures.

\$ Coaches in consultation with the school staff will be aware of students with special needs and follow appropriate procedures and processes.

\$ Attend the Athletic Director's mandatory pre-season meeting where the following forms will be distributed and each form explained: assumption of risk, annual questionnaire, form for physical, eligibility

list, league schedule (if ready), Injury Fund reports, bus schedules, and tournament request form.

\$ Meet with potential athletes two to four weeks prior to the beginning of the season. At this meeting, distribute all necessary athletic forms. Establish a list of athletes by grade. Give potential athletes the practice dates, the return date of athletic forms, and general team requirements. Coaches who are involved in fall sports should meet with athletes before the close of the school year preceding the fall season. All fall head coaches should contact the appropriate middle school(s) that may feed your particular high school's program and have a day to sign up all interested incoming

9

** **

freshmen.

\$ Bus request schedules for all levels of play must be handed in to your school's equipment manager as soon as possible. Please pay particular attention to your departure time and make sure you list the actual location of your game as the destination (many teams play certain sports off campus). Remember, busses are more difficult to book in the fall and spring because many of the games are after school, causing us to use a private contractor. Most winter events occur after 3:30 p.m. which allows us to use our own busses. Extremely important: when the athletic department provides

transportation to an athletic event, all athletes are required to ride the bus to and from the contest. Only in rare circumstances can the head coach grant permission for an athlete not to ride the bus. In this particular case, a letter from a parent or guardian in advance of the contest must be in the coach's hand prior to making a decision. This is certainly something that should not be encouraged and must be closely monitored.

\$ Junior varsity and freshmen schedules must be returned to the athletic director as soon as possible. The athletic director must place these schedules on the RILL website and secure officials.

\$ Establish team goals and practice schedules.

\$ Determine the system of play at all levels.

\$ Assign responsibilities to assistant coaches including: locker room, field, gym, and weight room supervision. Your athletes should never be left unsupervised at any time.

\$ Arrange for fundraising if so desire. Check with principal for school policy (principal approval required).

\$ Determine weekend practice schedule; notify the Athletic Director so he/she can make the necessary arrangements with the custodial staff.

2. In Season Responsibilities:

**\$ Conduct tryouts in such a manner as to provide each athlete an
10**

equal opportunity to achieve a position on the team. Be sure you are able to justify your selections by using a scoring system you are comfortable with.

\$ Prior to selecting your team, determine the eligibility of your athletes. You can ask to see their report card, you can check with Guidance, or you can ask the main office for an “Ineligibility List”. Never take the word of the athlete as being completely accurate.

\$ After determining the eligibility of your players and after your team has been chosen, head coaches at Cranston East should submit an Eligibility List to a secretary in the main office at Cranston East, and coaches at Cranston West should submit their Eligibility Lists to the Athletic Director so it can be posted on the RIIL website. Remember, all Eligibility Lists MUST be posted on the RIIL website twenty-four hours prior to your first RIIL contest, including the Injury Fund Game. Failure to do so will result in a fine from the RIIL that will be your responsibility to pay if you did not have your Eligibility List in on time.

\$ Have on hand at all times an “emergency call card” - a list of all your players along with all important contact numbers in the event of an injury of significance.

\$ Comply with mandates set forth by the Student Handbook: e.g. attendance policy governing participation. Have one of your athletes stop by the main office daily for an attendance sheet and other necessary correspondence.

\$ Cooperate with the sports media seeking interviews regarding team personnel, performance, etc. Bear in mind that statements are published and read by people for and against athletic programs; therefore, statements should be carefully weighed. The news media is not the proper channel for a coach’s criticism of officials, opposing players, etc.

\$ Create a parent-athletic booster club if so desired.

\$ When an athlete is hurt, the head coach must complete an “Injury Report Form” within twenty-four hours and send it to the Athletic Director. Please make sure all your athletes and their parents are aware of the benefits of the RIIL Injury Fund.

\$ You are responsible for the level of play and conduct of all

athletes under your control.

\$ You are responsible for the supervision of assistant coaches in practice, games, and locker room areas.

\$ Pick up all necessary first aid equipment from your school's equipment manager.

\$ Promote your sport by prompt and accurate reporting of scores to local media.

\$ Perform other duties as related to the assignment and as designated by the Athletic Director.

3. Post Season Responsibilities:

\$ In order for your stipend to be released, all uniforms, equipment, medical supplies, and keys must be handed in to your school's equipment manager. Once this is done, the equipment manager will contact the Athletic Director to release your stipend.

\$ Submit your request for post-season athletic awards for your team to the Athletic Director at least two weeks prior to your end-of-the-season banquet.

\$ Please read your end-of-the-season evaluation carefully, answer all

questions, evaluate all your assistants (if applicable), have your assistant sign his evaluation, and return the full evaluation to the Athletic Director as soon as possible. If you or your assistant has any questions pertaining to the evaluation, contact the Athletic Director to set up a meeting to address all questions and concerns.

\$ You are encouraged to attend clinics, symposiums, or seminars that will ultimately make you a better coach in your sport. Any costs must be paid by you or non-school sources.

12

Duties of the Assistant Coach

The assistant coach is directly responsible to the head coach of sport and to the program planned for that level of play.

1. General responsibilities:

\$ Work with head coach in planning the program.

\$ Understand league, school, team, student responsibilities to the sport and carry out these policies.

\$ Attend RIIL meetings when asked by the head coach.

\$ Attend staff meetings when called by the head coach.

\$ Assist the head coach in any duties assigned by him/her pertaining to the overall athletic program.

\$ In relation to junior varsity and freshman teams, assistant coaches will have the same responsibilities as listed for the head coach where applicable.

\$ In the absence of the head coach, the assistant coach shall assume all the responsibilities of the head coach.

Duties of Equipment Manager

1. At the beginning of each season, with the head coach in attendance, the Equipment Manager will pass out all necessary uniforms, equipment, medical supplies and keys (if necessary). An accurate account of what was handed out and to whom it was handed out to must be kept.

2. Prior to each season, a bus request for each sport (in triplicate form) must be handed in to the Office of the Director of Transportation at least two weeks prior to the first event.

3. During the season, the Equipment Manager must be readily available to any coach who may need additional uniforms, equipment or medical supplies.

4. At the end of each season, the head coach will return all uniforms, equipment, medical supplies and keys (if any were handed out) to the appropriate Equipment Manager. Once the Equipment Manager is satisfied that the head coach has fulfilled his/her obligations as stated in the Athletic Department Handbook the Equipment Manager will then compile a list for the Athletic Director of any outstanding issues.

5. Once the football season ends, all uniforms and equipment must be separated so that it can be picked up in a timely fashion to be cleaned and reconditioned.

6. The Equipment Manager at all times must maintain an accurate inventory of all uniforms, equipment and medical supplies to aid the Athletic Director in the budget process.

14

Volunteer Coaches

Anyone who would like to be considered for a volunteer coaching position must submit an application with Human Resources.

All volunteer coaching candidates must be certified coaches. A copy of their Rhode Island Coaching Certificate and CPR/AED/First Aid certification must be on file in Human Resources. The volunteer coach must complete the Rhode Island Interscholastic League

Fundamentals of Coaching & Concussion training.

All successful volunteer coaching candidates will be appointed by the Superintendent, subject to the “Volunteer Policy” and subject to the consent of the School Committee. A volunteer coach must always be accompanied by a paid coach.

The number of volunteer coaches will be limited as follows:

Football 7

All varsity other sports 3

Reappointment of Coaches

All coaches, assistant coaches, and volunteer coaches must be appointed by the Superintendent subject to the consent of the School Committee each year in order for them to continue in their roll as coach for the next season.

Cell Phone Usage and Recording Devices

All coaches, assistant coaches, faculty managers and volunteer coaches must comply with the school committee’s cell phone usage and recording device policy (#2526).

Code of Ethics: Sportsmanship

Sportsmanship is defined as that quality of responsible behavior characterized by the spirit of generosity and a genuine concern for the opponent.

The Cranston Athletic Department places the responsibility of sportsmanship on all those involved in the athletic program. The head coach will bear the greatest burden of this responsibility for sportsmanship. His/her influence on the attitudes and behavior of players, student body, and community establishes the mechanism for making sportsmanship a reality. The role the coach plays in developing the qualities of sportsmanship are demonstrated in the daily principles of coaching strategy and skill development. Nothing says more for a coach's program than the attitude and sportsmanship values his/her team portrays to those around them.

The following recommendations are included:

\$ Be a role model for those who follow you.

\$ Teach honest effort.

\$ Instruct the team in their responsibilities.

\$ Discipline athletes when appropriate and revoke their participation if necessary.

\$ Treat opponents and officials as guests.

\$ Shake hands with opponents and officials after the contest.

16

Athletic Awards

An athletic award is a symbol of athletic accomplishment and good sportsmanship. The value of the award lies in the implication rather

than the monetary value. Each head coach should establish a general policy for athletic awards and follow this procedure to develop the athlete's intrinsic sense of accomplishment.

1. General Recommendations and Policies:

\$ Standards of achievement should be required.

\$ Each coach will establish their own standards and make the athletes aware of these requirements.

\$ Accurate records should be kept by the coach regarding participation, sportsmanship, team records, and accomplishments of the athlete.

\$ Injuries should not exclude the student from receiving an award.

\$ As a coach, use your good judgment in giving awards - make sure the award means something to your team and to the total athletic program.

\$ Regardless of how many sports an athlete participates in, he/she will only receive one letter. After earning their letter, next they will earn their sport pin, and after the sport pin, the athlete can earn a bar. There are special bars available for the designation of capacity.

\$ Varsity squad members who do not meet award qualifications will

be awarded certificates of participation.

\$ Junior varsity and freshmen members will receive certificates.

17

First Aid Concerns

\$ The well being of the athlete is the first priority of the head coach.

\$ Do not do anymore than you have been trained to do in your First Aid/CPR/AED classes.

\$ Follow general first aid procedures.

\$ Call rescue when necessary or summon EMT, athletic trainer, or doctor when available. Make sure a coach is with the injured athlete.

\$ Call a parent. Do not allow the student to walk home unsupervised.

\$ Notify the Athletic Director immediately regarding a serious injury.

\$ Contact injured athlete and parents after the injury.

\$ File an Injury Report within twenty-four hours of the injury and send the report to the athletic director.

P:\Active Clients\RFC files\CRANSTON SCHOOL DISTRICT\Coaches Handbook 10-4244\Athletic Dept Handbook 11.19.10.wpd

School Committee\Athletic Dept. Handbook 12-9-10

Policy Adopted: Resolution 9-3-22 CRANSTON PUBLIC SCHOOLS

Policy Amended: Resolution 10-11-20 CRANSTON, RHODE ISLAND

Policy Amended: Resolution 10-12-19

Policy Amended: Resolution 11-02-12 February 14, 2011

Policy Amended: Resolution 13-9-13 First Reading - September 16, 2013

18

** **

Revised Permit to Attend Non-Home School Policy

#5117(a)

**Revised policy amendment proposed by School Committee Members:
Michael Traficante, Trent and Assistant Superintendent Nota-Masse**

**Effective July 1, 2013-Effective July 1, 2014and will replace Policy
#5117**

General Policy Statement

Over the past several years, requests for permits for children to attend schools not assigned to them by geography, also known as the “home school,” has increased greatly, and is especially prevalent at elementary schools. The Cranston School Department granted yearly permits to students so they may attend a school other than their home school. This practice which started as an exception based on courtesy has grown exponentially and has diverged from the original permit criteria.

Permit Criteria

Permits for a child to attend a school outside of their home school will be granted only under the following conditions:

1. Permit applications must be submitted to the Assistant

Superintendent by May 1 for the following school year. There is no guarantee of approval. Parents will be notified of permit decision by July 31 of that same year. Once approved, students do not have to reapply for a permit each year, however, their permit status is subject to this policy.

2. Documentation must accompany any request for a permit based on a medical condition and may be reviewed by the nursing supervisor for Cranston Public Schools, district physician for Cranston Public Schools and/or appropriate IEP or 504 team for consideration. Medical documentation must be presented and recertified each year.

3. The placement is required pursuant to an IEP or 504 Plan.

4. The student is interested in programming not offered in their home school (i.e. JROTC).

5. There are documented legal reasons why a child must attend a school outside of their home district (i.e. restraining orders, safety plans or custody agreements).

6. The student's sibling(s) attend(s) a school outside of his/her home school in the district for special service placements (i.e. ELL or special education) or due to clustering.

7. Permits not approved by the Assistant Superintendent (or his/her designee) may be appealed to the Cranston School Committee for approval. This appeal must be made in writing to the Chairperson of the Cranston School Committee by August 7 of that same year.

8. Beginning in the 2014-2015 school year, if allowing a permit student into a classroom would result in a classroom overage (additional stipend for the classroom teacher and financial cost to the

district), the permit will be denied and the student must return to his/her home school. If returning the student to his/her home school will cause a further educational/population disruption, placement will then be at the discretion of the Assistant Superintendent.

Policy Implementation Schedule

Any elementary student who is placed at a school outside of their home school due to lack of space/classroom over population, also known as “clustered” students, will be given the option to return to their home school –if space is available- or they may opt to stay in their current school.

Beginning in the 2013-2014 school year, students entering kindergarten and first grade must meet criteria set forth in Cranston School Committee Policy #5117. Students in grades 2-12 may be granted a permit to complete the 2013-2014 school year in their permitted school provided they do not have poor attendance, excessive tardiness, disciplinary problems, or for any other reason that may affect the educational process.

Beginning in the 2014-2015 school year, students entering kindergarten through grade 2 must meet criteria set forth in Cranston School Committee Policy #5117. Students in grades 3-12 may be granted a permit to complete the 2014-2015 school year in their permitted school provided they do not have poor attendance, excessive tardiness, disciplinary problems, or for any other reason

that may affect the educational process.

Beginning in the 2015-2016 school year, students entering kindergarten through grade 3 must meet criteria set forth in Cranston School Committee Policy #5117. Students in grades 4-12 may be granted a permit to complete the 2015-2016 school year in their permitted school provided they do not have poor attendance, excessive tardiness, disciplinary problems, or for any other reason that may affect the educational process.

Beginning in the 2016-2017 school year, students entering kindergarten through grade 4 must meet criteria set forth in Cranston School Committee Policy #5117. Students in grades 5-12 may be granted a permit to complete the 2016-2017 school year in their permitted school provided they do not have poor attendance, excessive tardiness, disciplinary problems, or for any other reason that may affect the educational process.

Beginning in the 2017-2018 school year, students entering kindergarten through grade 5 must meet criteria set forth in Cranston School Committee Policy #5117. Students in grades 6-12 may be granted a permit to complete the 2017-2018 school year in their permitted school provided they do not have poor attendance, excessive tardiness, disciplinary problems, or for any other reason that may affect the educational process.

Beginning in the 2018-2019 school year, every permit application for grades K-12 must meet the criteria in Policy #5117(a).

Resolution 13-9-14 September 16, 2013

**CRANSTON SCHOOL COMMITTEE MEETINGS AND WORK SESSIONS
SCHEDULE 2013-2014**

DATE TIME LOCATION

Wednesday, Sept. 11, 2013 5:00 pm (special time) Briggs Building

Monday, Sept. 16, 2013 7:00 pm* Western Hills

Wednesday, Oct. 9, 2013 6:00 pm Briggs Building

Monday, Oct. 21, 2013 7:00 pm* Western Hills

Wednesday, Nov. 13, 2013 Nov. 20 6:00 pm Briggs Building

Monday, Nov. 18, 2013 Nov. 25 5:00 pm*(special time) Western Hills

Wednesday, Dec. 4, 2013 6:00 pm Briggs Building

Monday, Dec. 9, 2013 7:00 pm* Western Hills

2014

**Tuesday, Jan. 21, 2014 7:00 pm Western Hills
(Public Budget Work Session)**

Monday, Jan. 27, 2014 7:00 pm Western Hills

(Public Budget Work Session)

Thursday, Jan. 30, 2014 (if necessary) 7:00 pm Western Hills

(Public Budget Work Session)

Monday, Feb. 10, 2014 7:00 pm Western Hills

(Budget Adoption)

Thursday, Feb. 13, 2014 7:00 pm Western Hills

(Budget Adoption II)

Wednesday, March 12, 2014 6:00 pm Briggs Building

Monday, March 17, 2014 7:00 pm* Western Hills

Wednesday, April 9, 2014 6:00 pm Briggs Building

Monday, April 14, 2014 7:00 pm* Western Hills

Wednesday, May 14, 2014 6:00 pm Briggs Building

Monday, May 19, 2014 7:00 pm* Western Hills

Wednesday, June 11, 2014 6:00 pm Briggs Building

Monday, June 16, 2014 7:00 pm* Hope Highlands

Monday, June 23, 2014 7:00 pm* Hope Highlands

Thursday, June 26, 2014 7:00 pm* Hope Highlands

Wednesday, July 9, 2014 6:00 pm Briggs Building

Calculated from date of hire 9/30/13.