



WORK SESSION MINUTES

Date: MAY 4, 2010

Time: 4:00 p.m. to 5:30 p.m.

Minutes recorded by: Nancy Sousa

Minutes approved on:

Interpreters: Carol Fay, Jonathan Henry and Maureen McEntee

Cart: Shelly

RIDE: Sally Arsenault, Scott Mueller

Atty: Sara Rapport

Call to Order

- a. Chairperson Travis Zellner called the work session of the RI School for the Deaf Board of Trustees to order at 4:14 p.m. the Rhodes School, 110 Sherwood Avenue, Warwick, RI 02888

Roll Call of Board of Trustees

- b. **In Attendance:** Travis Zellner, Chairman, Harvey Corson, Jodi Merryman, Marie Lynch, Amy Roche
- c. **Excused:**

AGENDA

Discussion of Board of Trustees Logistics

Board Officer Roles and Decision making:

Scott Mueller discussed the roles of board members and length of service for officers – chairman, vice-chairman and secretary. He noted that the vice-chair should be available when the chairman is not; the secretary is not the note taker, but the organizer, reviewer of external communications.

Travis Zellner noted that the roles are clearly defined by the by-laws, but wanted to discuss the length of time that officers should serve and the nominations of new officers. After discussion with Harvey Corson and Sally, it was determined that the term of officers and nominations will be discussed and/or accepted at the next board meeting. Sally noted that the Board of Regents sets term limits.

Regular meeting agendas:

Travis suggested that three officers should approve agenda before posting; set-up a consistent plan/expectations. Director Lori Dunsmore noted that the agenda needs to be complete one week before the meeting for publication in the newspaper; thus, it would be good idea to meet and have it complete two weeks before the meeting date; still giving one week to add/change items. It was discussed and agreed that no more than three trustees would meet to decide on the agenda and that each trustee shall email agenda items directly to the Director, without copying other board members.

Sally noted that Lori and the board should keep a running list of items for the agenda; sorted by immediate need and most important, how much can fit in board meeting. You should have a full year's calendar, so as not to miss deadlines.

A question was asked of Scott about his experience with school committees; he noted that it is common to have two work sessions a month – no decisions are made in work sessions. Travis Zellner asked the Director to provide a model calendar at the next board meeting; members can send agenda items directly to Director.

Harvey and Amy asked that the Director provide additional information with agenda for back-up. Travis noted that the Director will provide attachments as needed to identify action items.

Board Policies:

Amy asked what policies the Board had approved for the school – what exists and what does not exist. Jodi asked that they put this on the agenda for next session. It was discussed that there are three policies so far approved by the board – the Emergency Protocol, the Director's Evaluation model and Communication Protocol (not a policy). Harvey Corson noted that they have a list of required policies from the State – will review and decide which we need. Scott Mueller offered to send the link to all trustees regarding school policies; along with samples of minutes and agendas (from S.Kingstown).

Minutes procedures and format:

Travis commented that he is concerned about minute formatting, and will want to see what S. Kingstown does.

Discussion of Director Evaluation Tool: Tabled till next meeting

RI Leadership Standards:

Additional Resources

Discussion of Awareness and Updates on RISD Student Achievement:

Will discuss at next work session.

Work Session closed at 5:30 p.m.