

## **UNAPPROVED**

### **CUMBERLAND SCHOOL COMMITTEE MEETING MINUTES**

**The Cumberland School Committee held a workshop on Thursday, November 18, 2010 at the Cumberland High School Library, 2600 Mendon Road, Cumberland, Rhode Island.**

**Members Present: Jeffrey Mutter, Lisa Beaulieu, Linda Teel, John Gibbons, Daniel Pedro, Erika Sanzi, Earl T. Wood**

**Agenda Item #1: Convening of Meeting – Chairman Mutter convened the meeting at 6:05 p.m.**

**Agenda Item #2: Discussion of School Committee Sub-Committees/Liaisons, Agenda Item #3: Discussion of School Committee Orientation, Agenda Item #4: Discussion of School Committee Miscellaneous Items - Chairman Mutter started off and advised the committee that he had met the day before with Dr. Morelle and that she asked him to appoint the Finance Committee and Special Programs Committee tonight. Mr. Wood and Mrs. Beaulieu gave the committee the following overview and points of interest for each sub-committee. Mr. Wood stated that the Finance Committee reviews the budget, he thinks it is the most active of all of the sub-committees. This committee meets monthly and prior to the SC meetings. It reviews bills, statements and budgets. There is an**

ongoing discussion involving the thought of having the sub-committee review the budget prior to the approval vote of the full committee. Currently the budget is done by Administration and then given to the full committee for review and approval. What the SC would like is to have the sub-committee review the budget prior to it getting sent to the full committee. Mr. Gibbons asked Mr. Wood if the items on the agenda of the sub-committee would be available prior to the meeting and Mr. Wood said that they would be and that typically the sub-committee has a couple of days to review the bills, statements, etc., before going to the meeting. Mr. Gibbons also asked if when the budget is done next year, could the previous year, what was budgeted and where we are at present be on the budget – so that all could be reviewed on an annual basis. Mrs. Beaulieu said the state has a system called “The Uniform Chart of Accounts” and that the state would like all schools to be using the same format. Mrs. Beaulieu seems to think that things are documented much better now than in the past. Chairman Mutter would like the amendments made to the budget linked to the agenda. He also thinks there needs to be more of an open process – would like to have two hearings per budget – like an ordinance that is going to be passed. There could be a workshop, then sub-committee review and then full committee review. Mr. Gibbons, Mr. Wood and Mrs. Beaulieu will be on the Finance Committee.

The Personnel Sub-committee handles administration contracts, reviews contracts, reviews search committee nominations, interviews applicants, etc. This year the committee will be doing the search for a

**new superintendent – it will be a busy year. The committee is not sure how the search will be handled at this point. Mrs. Beaulieu noted that there were a couple of outstanding issues left from the past committee as well. It was also noted that this committee approves job descriptions. Mr. Gibbons asked about the benefits package for principals, assistant superintendent, superintendent, he thought that amongst some of the job titles that there should be some uniformity and Mrs. Beaulieu said that was something that the past committee wanted to do with vacation time, etc. – after a certain number of years of service you would get a specific amount of vacation time, sick time, etc.**

**Mr. Pedro asked about combining any of the sub-committees and Chairman Mutter said that this will be reviewed in the future, but not decided on at this meeting. Mrs. Teel asked what contracts are coming up for renewal this year. Chairman Mutter thought it would be a good idea to get copies of all contracts and salaries. He also reiterated the fact that the committee should start talking about the process in which to hire the next superintendent.**

**The Curriculum sub-committee pays attention to the schools performance and data from testing. They meet with administrators, teachers, community members. They establish goals, curriculum changes. The committee also reviews what RIDE is doing for the district – measures that could impact the district children. Changes in the curriculum are reviewed by this committee – such as Geometry or Algebra first in the high school. This committee makes sure that NCMS is on the same page as MMS, so when the students get to the**

high school everyone is learning the same material.

The Property sub-committee oversees construction, building, works closely with Mr. Hilton, the Facilities Director. They will be working on a five year capital plan and working on opening up a relationship with Sodexo so that everyone can work as a group. The committee also visits each of the schools periodically – they have been doing it at night, but will more than likely schedule the visits on a Saturday morning so that they can also check out the grounds in the daylight. Chairman Mutter suggested a “live bulletin board” so that the SC can keep up with what is going on at each school, what is being repaired, what is in progress, what is going to be repaired/replaced/updated.

The Rules and Regs sub-committee puts policies in place in the district that are mandated. They also receive rules or policies from principals, etc., and take their information and make a policy out of it and bring it to the full committee for approval. Recent policies include the Fixed Assets Policy and the Computer Use Policy for Staff and Students. Lots of editing and writing – there are some new and old policies in the works right now – anti-bullying is just one example.

Mr. Wood said that the current policy manual is outdated and it should be updated every 7-10 years. Lots of research, lots of reading – it is very important that the correct policies are in place.

Chairman Mutter said that the Special Programs sub-committee will remain in tact right now until the elementary and middle school study is complete. He does want to remove this committee after that point.

Chairman Mutter would like the committee to think about having a “Student Success” program where direct issues related to student

achievement, arts, athletics, academics, etc., can be recognized. Chairman Mutter would also like to know which committee each member would like to be on, by next Tuesday's meeting. Liaisons will also be discussed at that meeting – it had been mentioned to add the Democracy Prep and Youth Commission to the current list. The Chairman also asked if everyone could check their calendar for an orientation on December 2, 2010.

#### **Agenda Item #5: Adjournment**

Mr. Wood made the motion to adjourn, 2nd by Mr. Pedro, approved 7-0.

Meeting was adjourned at 7:12 p.m.

Meeting minutes respectfully submitted by Linda A. Jackvony