



# Cumberland School Department Policy Manual

SCHOOL COMMITTEE GOVERNANCE & OPERATIONS

B

CODE OF BASIC MANAGEMENT PRINCIPLES AND ETHICAL SCHOOL STANDARDS

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## PURPOSE

The purpose of this policy is to comply with the requirements of R.I.G.L. § 16-2-9.1, which requires Rhode Island school committees to adopt a code of basic management principles and ethical school standards.

In addition, the Cumberland School Committee has powers and duties assigned to it by the Cumberland Town Charter, Article XIV entitled "School Department".

## ROLES AND RESPONSIBILITIES

In general, members of the Cumberland School Committee have three primary roles and responsibilities:

1. Appoint and establish the compensation for the Superintendent of Schools. Members of the School Committee will deal with the administration of the public schools only through the Superintendent, and never give orders to any subordinate of the Superintendent, either publicly or privately (Town Charter 1406).
2. Establish all policies affecting the administration, maintenance and operation of all district schools.
3. Develop and submit an annual budget to the Town Council and oversee the implementation of the budget and payment of bills.

## BASIC PRINCIPLES AND ETHICAL STANDARDS

The Cumberland School Committee does hereby establish a code of basic principles and ethical standards for school committee members acting individually and collectively as boards of education in the management of the Cumberland School Department.

The Cumberland School Committee accepts the obligation to operate the public schools in accordance with the fundamental principles and standards of school management, which principles include, but are not limited to, the following:

1. Recognize that the first and greatest concern must be the educational welfare of the students attending the public schools.
2. Formulate written policy for the administration of schools to be reviewed regularly and revised as necessary.
3. Exercise legislative, policy-making, planning and appraising functions and delegate administrative functions in the operation of schools.



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4. Recognize their critical responsibility for selecting the superintendent, defining his or her responsibilities, and evaluating his or her performance regularly without directly engaging in administrative processes.
5. Accept and encourage a variety of opinions from, and communication with, all key stakeholders.
6. Make public relevant institutional information in order to promote communication and understanding between the school system and the community.
7. Act on legislative and policy-making matters only after examining pertinent facts and considering the Superintendent's recommendations.
8. Conduct at a minimum sixteen (16) regular meetings with planned and published agendas.
9. Encourage and promote professional growth of school staff so that quality of instruction and support services may continually be improved.
10. Establish and maintain procedural steps for resolving complaints and criticisms of school affairs.
11. Act only through public meetings since individual board members have no authority to bind the committee.
12. Work with other committee members to establish effective policies and to delegate authority for the administration of the schools to the Superintendent.
13. Avoid being placed in a position of conflict of interest, and refrain from using the committee position for personal gain.
14. Attend all regularly scheduled committee meetings as possible, and become informed concerning the issues to be considered at those meetings. If a member misses four (4) consecutive regular meetings or six (6) regular meetings within a twelve (12) month period, unless those absences are approved by a majority vote of the whole Committee, his/her office shall immediately become vacant.
15. On an annual basis, submit to a state criminal background check pursuant to I-7 School Volunteer Policy.
16. Attend professional development courses as required by R.I.G.L. §16-2-5.1.



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## COMPENSATION AND BENEFITS

Members of the School Committee shall receive a stipend, payable twice a year, in October and May. The Chair shall receive a total stipend of Four Thousand Dollars (\$4,000.00) and all other members of the School Committee shall receive a total stipend of Three Thousand Two Hundred Dollars (\$3,200.00). No other benefits shall be payable to School Committee members.

*Legal Reference: RIGL§ 16-2-9.1 and §16-2-5.1, Cumberland Town Charter Article XIV*

*Policy Approved by the Cumberland SC Policy & Procedures Sub-Committee: 8/12/2014*

*1<sup>st</sup> Reading Approved by Cumberland School Committee: 8/14/2014*

*2<sup>nd</sup> Reading – Policy Approved by Cumberland School Committee: 8/28/2014*

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*Amendments Approved by Cumberland School Committee: \_\_\_\_\_*