

Cumberland School Site Council
Meeting Minutes
DATE: 12/4/23
TIME: 2:45 pm to 3:45 pm
Front Office Conference Room

Present: Laurie Carlson, Jen Gray, Sara Grassman, Gretchen Gabriel, Jing Mao (via Zoom), Siva Hari, Uday Vallamsetty (partly via Zoom), Derek Grouell (via Zoom)

Absent:

Meeting called to order: 2.49pm

1) Review and approval of Previous [4-SSC_MeetingMinutes_11-06-23](#)

- a) Ms. Carlson made a motion and Ms. Gray seconded to review minutes for approval. Motion passed; minutes will be posted on the website.

2) The meeting time will be discussed for the upcoming calendar year. Mr. Hari prefers to keep it the same. No objection was raised. We decided to keep the meeting time 2:45-3:45pm.

3) Traffic/Safety Update

- Signs are ordered Quetta gate. City/SSD signs are in place there now, but hours are faded and hard to read. Received a positive feedback from at least one parent.
- Signs are being made by the school saying that Cumberland is a closed campus. Hours will be mentioned clearly on the new sign. Ms. Grassman suggested that we list the unlocked periods. We had a discussion around what to put on the signage so that the information is correctly captured.
- Signs are ordered to remind public to close the gates behind them.
- NRO spoke to Ms. Carlson and mentioned that he'll reach out to Uday/Siva regarding traffic concerns
- The school had a lockdown drill and that went well. One of the drills was to try barricading the doors of conference room in front office. After discussion a solution was to have the conference room door always remain locked from outside.
- Ms. Grassman suggested that we need to message to staff that it should be business as usual at the time of any drill. Canceling events for the drill defeats the purpose (ex: pull out intervention sessions with service providers). Ms. Grassman appreciated the way the lock-down drill was conducted. It'll be good to conduct the fire and earthquake drill the same way.

4) Continue discussion on revision suggestions to [bylaws](#)

- a. Share feedback from review of sample bylaws from other SSD sites
- b. Committee members reviewed bylaws from other schools and suggested changes to our bylaws to make them align to some needs that have arisen the past couple of years.
- c. Mr. Vallamsetty suggested to use the language from Termination of Membership and Notice of Meetings sections.
- d. A suggestion was made to remove the last sentence of Article IV.5.
- e. The committee noted that "Review of Safety Plan" is specific to Cumberland bylaws.
- f. Ms. Carlson suggested that we include an item regarding restricting SSD staff that is not a Cumberland staff.

g. Ms. Gabriel will update the bylaws draft and the committee will review it next time.

5) Continue analysis of Panorama Family Survey Data

a. Move to next time.

6) Review Staff Development Grant Requests (if applicable)

a. N/A

7) Input for next agenda/Community input

A suggestion was made to bring in an Operations/Facilities representative to discuss bussing and related topics.

Next meeting: February 5, 2024

2:45-3:45 PM

Cumberland School Conference Room

Meeting adjourned at 3:51 pm

Meeting Minutes prepared by: Siva Hari

Approved on February 5, 2024