BBRSC workshop
10/1/25
Notes by Tracy Novick, MASC Field Director

Berlin-Boylston Regional Protocols Worksheet Notes

	This Issue is a Problem	Why is this a problem? How might we handle this issue?	Do We Need a Protocol?
Before Meetings			
Developing & placing items on agenda	X	Need a process that everyone knows is the process	X
Getting questions answered before the meeting	X	(see next)	X
Receiving supporting material before the meeting	X	Members need time to review ahead of meeting, then also allowing for questions ahead of meeting when needed (agree to timeline)	X
Other	X	Everyone needs appropriate G-calendar access Meetings need not include reports from all admin; reports via weekly superintendent report as needed; SC members to sign up for principal newsletters for reports from schools NOTE: Not for lack of interest; sharing information in appropriate location and to ensure Committee stays within purview	X
At Meetings		FOCUSED ON BUSINESS OF DISTRICT at mtgs	
Boardroom layout	X	Consider who is at meeting table to ensure meeting stays focused on reports; admin not reporting sit elsewhere (do they need to attend at all?)	(just change practice)
Structure of agenda	X	Agenda to stick to business Drop reports for sake of reports Reconsider items like communications	Possibly, but also look at policy
Length of meetings	X	(as per above) Focus agenda and meetings on business of district	(as above)
Deliberation at meetings	X	Consider in exec; no need for repetition of same points	
Public input at meetings	X	Policy states must be on items on agenda	(already covered by policy)
Staff presentations	X	Having documents up on screen is helpful As above on shared ahead of meeting	(as above on timeline for

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			sharing before meeting)
Technology devices at meeting table	X	Members on phones look to public like they are not engaged in meeting Consider phones away; consider leaving meeting to check as needed	X
Bringing up new ideas	X	Follow through on suggestions from members; proposal that this be worked through subcommittees	X (process for referral and reporting back)
Springing surprise items or questions	X	Ensure members have materials far enough in advance to contact admin as needed	(as above on timeline for materials)
Explaining "No" votes (Understanding "No" vote rationale)			
Allowing majority to set direction for The district			
Other			
Between Meetings			
Individual members requesting information from Superintendent	X	(Here and below) Ensuring timely information is shared to all members particularly in an emergency; members realize superintendent may not be the one contacting	(probably not needed; shared understanding now)
Individual members requesting action from Superintendent			
Individual members requesting information directly from staff	X	Need clear and shared understanding of process for scheduling subcommittees, setting agenda, and agreeing on who is in attendance Superintendent involvement as other admin gain further understanding of roles, as Committee members ensuring staying in purview	X
Individual members requesting action from staff			
Board/superintendent communication between meetings	X	(as above, especially in emergencies) Much appreciation for weekly updates from superintendent	(as above; shared understanding)

Board member communication Between meetings	X	(as above: all have same info)	
Board member role in public	X	Members to consider to whom one gripes, as comments reflect on district and work of committee; lose focus on work on student achievement	X
Board role with municipal officials	X	Members cannot respond on behalf of committee unless so deputized	X (making protocol may remove pressure from other elected officials)
Handling e-mails & other communications from constituents	X	Who is it that writes on behalf of committee? Should committee consider a clerk position?	X (may be a policy matter)
Chain of Communications	X	Much appreciation of document of chain so all understand same	
Handling confidential information	X	Interest of district undermined by sharing information from confidential meetings	
School visits	X	Document what process is to be	X
Other			