

Mount Greylock Regional School District School Committee - Workshop

Location: Zoom Remote Meeting

Date: Saturday, January 16, 2021 Time: 9 am - 12 pm

MASC Workshop Agenda

- I. Call to order
- II. MISSION: At Mount Greylock Regional School District, our mission is to create a community of learners working together in a safe and challenging learning environment that encourages restorative based processes, respect, inclusive diversity, courtesy, integrity, and responsibility through high expectations and cooperation resulting in life-long learning and personal growth.
- III. General Goal Setting A. Meeting Length Expectations B. Meeting Content/Focus Expectations
- IV. School Committee Goals & Evaluation Process (Timeline) A. Yearly/Biannually
- V. Superintendent Goals & Evaluation Process (Timeline) A. Best Practices & Guidance from MASC
- VI. Practices & Procedures A. Open Meeting Law Practices B. Responding to emails to the committee C. Discussions of Executive Session topics out of Executive Session D. Including District Office Manager (Stacie) in SC emails E. Practices around subcommittee formats vs. regular session F. Packet Publishing G. Number of Meetings a Month
- VII. Motion to Adjourn

Present: Christina Conry, Carrie Greene, Michelle Johnson, Jose Constantine, Julia Bowen, Curtis Elfenbein, Steve Miller

Also present: Liz Lafond, Glenn Kocher

Called to order at 9:04am

- I. **Call to order**
Called to order 9:04am
- II. **MISSION:** At Mount Greylock Regional School District, our mission is to create a community of learners working together in a safe and challenging learning environment that encourages restorative based processes, respect, inclusive diversity, courtesy, integrity, and responsibility through high expectations and cooperation resulting in life-long learning and personal growth.

III. General Goal Setting

A. Meeting Length Expectations

B. Meeting Content/Focus Expectations

Last few meetings were long, will try to stagger principal presentations.

As meetings were long, were doing a separate meeting for education issues. Try to get back to one meeting a month, keep fourth Thursday free if possible.

In the six hour meeting do people speak longer if zoom? Perhaps written reports, available to answer questions. Do want to see things such as principal dressing up, student centered items. Balance b/w what present and what in a report.

Might help us move more quickly if administration gives recommendations when present.

If have kids / people presenting, could do those at a separate meeting, emphasize what learning related to these.

IV. School Committee Goals & Evaluation Process (Timeline)

A. Yearly/Biannually

Had a meeting in Lanesborough Town Hall in past to discuss goals.

We have goals from previous superintendent – how do those apply now?

Before regionalization had general goals, achieved many. Now need to think about how the school committee can best support district goals.

Had a strategic working group 2-3 years ago, Steve and Regina DiLego represented the school committee, Jose was a parent there. Big win was adding social worker.

Set goals, timeline to achieve, what success will look like, assignment of individuals to manage. Some will belong to superintendent, some to special ed director, depends on the goal. School improvement plans presented to the school committee each year so can see how tuned in to district goal. School improvement plan built off goals in strategic plan, also goals for district. Superintendent's goals for the year combination of their pursuit of our goals and their personal / professional goals.

Time to start thinking about updating district improvement plan: superintendent and school committee.

V. Superintendent Goals & Evaluation Process (Timeline)

A. Best Practices & Guidance from MASC

Can work out when to evaluate the superintendent.

Often evaluate aligned to school year, even though for us elections in November.

We were part of the new pilot program and evidence tracking.

Did have binders at one point, have to be careful as anything emailed eventually is public record.

Want smart, measurable goals. For example: losing 20 pounds vs students feeling better about themselves (second much harder to measure – look at special education, gifted and talented, ...). Don't want to do what one district did: use all 65 criteria from chart, superintendent provided a big pile of stuff, no one looked at it of course.... Everyone voted with head and heart not eyes. Recommend pick a half a dozen specific measures from each of the four categories. Here is an opportunity to determine superintendent performance. If a constituent comes to you and says 4th grade teacher is terrible for X, Y and Z so fix it, and you ask if discuss with principal and told the principal is a jerk, how do you deal? Have a superintendent item on communication with public. If 10 parents come to you and say don't refer me to principal / superintendent they are not able to handle, can then cite and say failing in an area. This is all public, no one wants this on record, have the ability to make some pretty powerful statements in evaluation process to influence performance, even over people do not directly supervise.

No surprises. If issues try to bring up in advance.

Some committees have an aggregated report where one person is point, and do not put in extreme points unless at least two support / raise, but individual reports are still public records.

Consider 2-6 goals in each group, talk to superintendent.

Superintendent should be providing the documentation, but individuals can also keep track at meetings and other times, dealing with parents can be subjective.

VI. Practices & Procedures

A. Open Meeting Law Practices

B. Responding to emails to the committee

C. Discussions of Executive Session topics out of Executive Session

D. Including District Office Manager (Stacie) in SC emails

E. Practices around subcommittee formats vs. regular session

F. Packet Publishing

G. Number of Meetings a Month

Public meetings held in public but not meetings for public, for school committee. Do not have to allow public comment.

Specific agenda items so public knows what is coming up.

Post packet so public knows what being discussed.

Disable chat.

What about public emailing / texting?

Public can record.

For workshops like this doesn't have to be too detailed, but general meetings should be within a month, detailed, say who took them.

Cannot deliberate on email but can do some administrative book-keeping, often use a do not reply to all warning.

Meetings can be scheduled over email as this is a housekeeping, no business being conducted.

So is the development of an agenda item.

What about a sub-committee with three people, can one person request an agenda item from the chair? Considered housekeeping as long as not expressing an opinion on the matter, simply say I would like us to talk about. **DO NOT EXPRESS OPINION.**

Can have remote participation for non-covid, need a majority of members physically present.

Need a majority of the total committee to vote to go into executive session, not just a majority of those present at the meeting.

Policy on answering texts / emails during a meeting: should be for family not to discuss with public.

Chair acknowledges emails that arrive, copies superintendent if not copied and relevant.

Executive session discussions are confidential.

Typically have lighter minutes for executive session.

Do not share confidential documents by email, look at them over screen.

Include district office manager on emails.

Do not have to provide public comments in meetings, often not done in sub-committee meetings but can allow it. Other members of the school committee can attend a sub-committee that you do not sit on then need to participate as anyone else from the public would (do not sit with committee, only comment as public could).

Sub-committee subset of full committee, gets assignments from full committee.

Can send draft minutes to full committee with draft on it so have a sense of what is being discussed.

Sub-committee can communicate to the full committee recommendations.

Do we want to record and post sub-committee meetings?¹

Have meetings available thru a google doc link?

Collective bargaining responsibility of the school committee. Can delegate, but instructions and direction come from the committee. How to handle situations when superintendent or others talk to committee and ask for informal guidance of how the committee feels.

Packets: some things aren't finalized until shortly before the meeting. In old days public only gets the packet when arrive at the meeting (physical copy).

Discussed earlier how many meetings.

What is a reasonable length? Maybe have a rough timeline for each agenda item.

VII. Motion to Adjourn

Motion to adjourn by Michelle, seconded by Curtis, passes unanimously.

Meeting adjourned at 12:27

Minutes taken by Steven Miller, Secretary

Approved 2.11.21