Mount Greylock Regional School District School Committee

Location: MGRS Meeting Room A109   **Date:** Tuesday, January 21, 2020

1781 Cold Spring Rd Williamstown, MA 01267   **Time:** 1 pm

Retreat Agenda

I. Call to order
II. Roles and Responsibilities
    A. Policy
    B. Finance/Budget
    C. Subcommittee Work
III. Self-Evaluation
    A. How do we function as a committee?
    B. What are the areas we need to work on?
IV. Protocols
    A. Guidance on how to function vs. controlling the members
    B. Communications among school committee members, and between committee members and superintendent and staff
V. Case Example: Dealing with new state requirements for 3-year financial plan for new Chapter 70 money
VI. School Committee Goals
VII. Review Superintendent Evaluation Process
VIII. Adjourn

School Committee Goals

2019-2020

1) By June 2020, the School Committee will review and adopt relevant policies and support funding for resources which address the social/emotional needs of all children within the regional school district, as measured by policies reviewed, meeting minutes and budgetary commitments.

- The School Committee will appoint a policy subcommittee to review and update policies
- The Policy Subcommittee will work with the Superintendent and related Administration to review and bring forward related policies
- The Finance Subcommittee will work with the Superintendent and related Administration to support budgetary requests that support the social/emotional needs of all students
- Subcommittees will report back monthly to the full committee on this

2) By June 2020, The School Committee will have worked collaboratively with the Superintendent and senior administrative staff to promote inclusive and diverse curriculum, instruction and cross- cultural experiences which expand student learning opportunities as measured by agenda items, meetings with the Superintendent and Administration, and meeting minutes.

- The School Committee will meet with the Superintendent to identify needs within the Regional District
- The School Committee will ensure that budget resources are available to support initiatives and align with administrative efforts
- The School Committee will assign a curriculum liaison to work with the Superintendent and/or Curriculum Director

3) By June 2020, the School Committee will have successfully closed out the Mt Greylock school building project as measured by the verified MSBA close out process.

- The School Committee will streamline the process by replacing the School Building Sub-Committee with the current School Committee plus the Superintendent, MCPPO, and Facilities Director, and any other required members
- The School Committee will actively work with and support the Superintendent and District Advisors to facilitate the final process

4) By June 2020, the School Committee will have adopted or developed and implemented a proactive and effective communication plan that improves community engagement and perception as measured by increased community/regional participation at school events/meetings, increased attendance by school committee members at school events, better perceived communication within the Regional District, agenda items and minutes.

- The School Committee will structure agendas to dedicate time at the beginning for student activities/updates and Principal updates
- The School Committee will appoint a liaison to the website workgroup to assist in foster distribution and ease of access of information
- The School Committee will have content in the schools' monthly newsletters to better inform parents
- The School Committee will request receipt of the Principal email blasts which announce upcoming events within all three schools.

Mt. Greylock Regional School Committee Protocols

For the purpose of enhancing teamwork among members of the School Committee and between our School Committee and administration, we, the members of the Mount Greylock Regional School Committee, do hereby publicly commit ourselves collectively and individually to the following operating protocols:

1. The School Committee will represent the needs and interests of all the students in our district.

2. The School Committee will lead by example and work to build trust. We agree to avoid words and actions that create a negative impression of an individual, the School Committee, or the district. While we encourage debate and differing points of view, we will speak with care and respect to each other, staff, students, and members of the community.

3. Surprises to the School Committee or the Superintendent will be the exception, not the rule. We agree to ask the School Committee Chair to place an item on the agenda instead of bringing it up unexpectedly at a meeting. We will consider agenda requests from members of the community, and they should be directed to the chair.

4. Maintaining focus on Student Achievement, the School Committee will help to establish the vision and goals for the district, create policies, and ensure accountability. The Committee will work to advise and approve a budget with careful consideration of educational goals and priorities in a timely manner. The Superintendent will manage the schools and staff.

5. The School Committee will speak to the issues on the agenda following Robert's Rules of Order. Members will fully participate in the discussion and have their opinion known and factored into decisions. The Chair may make a motion, although it is preferred that motions originate with the other members as often as possible. Facts and information needed from the administration will be referred to the Superintendent.

6. Direct communication between staff and members of the School Committee are discouraged. School Committee requests of staff are to be directed through the Superintendent.

7. All personnel complaints and criticisms received by the School Committee or its individual members will be directed to the Superintendent or School Committee Chair. The School Committee Chair will inform the Superintendent of complaints raised in a timely manner. School Committee members will not attempt to handle personnel issues individually or outside the scope of the School Committee's responsibility.

8. The School Committee will encourage others to follow the district Chain of Communication policy.

9. The School Committee will consider research, best practice, public input and financial impacts in their decision making, and as much as possible explain the reasoning behind decisions. School Committee members will act in a transparent matter, recognizing that all email correspondence between committee members and members of other municipal boards is a matter of public record and should be copied or forwarded to the district office manager.

10. When executive sessions are held, all participants will honor the confidentiality of the discussions.

11. Individual School Committee members do not have authority. Only the School Committee as a whole has authority. Individual School Committee members will not take unilateral action, or take action that impedes the work of the Committee. Individuals will support the majority position of the Committee once an official vote has been taken and a Committee position is set by the majority.

12. The Chair shall be the official spokesperson for the committee in dealing with the media and with the public. The chair may delegate other committee members to speak on behalf of the committee. The Chair or delegate will represent decisions, votes, and official positions of the committee, and not his/her own views. When School Committee members attend meetings of other committees or boards, they will clearly state when they are speaking as individuals and when they are speaking on behalf of the committee.

13. The School Committee will set S.M.A.R.T. goals for itself and evaluate progress on these goals annually.

14. While remote participation in School Committee meetings is permitted as voted by the School Committee and allowed by the Open Meeting Law, use of remote participation options is discouraged when avoidable and should not be a regular occurrence.

	MOUNT GREYLOCK REGIONAL SCHOOL DISTRICT - DISTRICT IMPROVEMENT PLAN 2018-2020

GOAL 1: SOCIAL AND EMOTIONAL LEARNING:

OBJECTIVE: Using SEL Curriculum and Instruction, develop district wide practices and policies to support students in developing the tools to navigate the Five Core Competencies of SEL. Self-management, Self-awareness, Social-awareness, Relationship skills and Responsible decision-making

	Activities	**Timeline**	**Responsible Personnel**	**Measurable Outcomes**
a.	Launch the *Choose to Be Nice* core values schoolwide at Lanesborough and Williamstown Elementary Schools	October 2018 and throughout the next two years	School psychologist, Assistant Principal, Principal, classroom teachers and support staff	Classroom observations, Implement monthly core values, hold school assemblies focused on the work students are able to demonstrate in the CTBN Program.
b.	Monitor and support the use of the Second Step/Steps to Respect programming in grades PreK-6. Using the curriculum to implement the five core competencies of SEL to create a welcoming, participatory, and caring climate for learning.	September 2018 and throughout the next two years.	School psychologist, Assistant Principal, Principal, classroom teachers and support staff	Classroom observations, parent components, sent home monthly, parent components posted on new Social Emotional Learning (SEL) webpage, Google Form monitoring implementation
c.	Provide information for families regarding social teaching in the school – website, newsletter, presentations	Ongoing through 2020	Principal & Assistant Principal, School Psychologist, PTO, PAC	Published material, SEL page created on school website
d.	Engage staff in cultural proficiency training. ● ADL World of Difference (Faculty) ● Elizabeth Freeman Center Implicit Bias Workshop ● Shirley Edgerton/Kim Boland	Ongoing through 2020	Building administrators	sign-in sheets from meetings

	● Ty Allen Jackson (Families + Faculty) ● Williams College Community Matters Programming			
e.	Engage families in cultural proficiency training ● ADL World of DIfference (Families) ● Ty Allen Jackson (Families + Faculty)	Ongoing through 2019	Building administrators	sign-in sheet from presentation
f.	Continue High School Peer Team programming with students in grades 7, 8 and 9	Ongoing through 2019	Peer Team teachers, Grade Team Leaders	Peer Team calendar and portfolio reflections

GOAL 2: Curriculum, Instruction and Technology: Develop and vertically and horizontally align curriculum to the new and revised state standards PreK-12
OBJECTIVE: Develop and align curriculum to meet the Massachusetts Standards while refining instruction and assessment to integrate digital technology.

	Activities	Timeline	Responsible Personnel	Measurable Outcomes
a.	Review of progress with developing curriculum as well as sharing among vertical grade levels to work on alignment.	Ongoing 2018-2019 year	Admin for schedule, K-5 classroom teachers	Classroom observations
b.	Assist in coordination of meetings for science teachers in grades 6-8 across the region.	Winter & Spring 2019	Admin from the three schools	Meeting schedules and notes
c.	Share information with parents regarding standards and work being done by the school to align all curriculum to them.	Winter & Spring 2019	Principal, Curriculum Leaders	Information in newsletter and eblasts
d.	Provide professional development for faculty and para staff (as available) on use of Chromebooks, Google Apps for Education and other tools for instruction.	Winter & Spring 2019	Technology faculty and staff, faculty representatives, administration	Calendar of PD offerings, sign-in sheets
e.	Develop and share grade level/content area curriculum maps.	Ongoing through 2020	Classroom teachers, curriculum leaders,Principals	Maps published on website

f.	Inventory what is being taught for content curriculum across grade levels Prek-12	Winter 2019	Principal, Curriculum Leaders	Inventory lists

g.	Establish faculty, parent, administration task force to develop new school-based technology plan	By June 2019	Technology staff, Admin, Representatives from Faculty, Parent & Community Representatives	Updated Regional Technology Plan by June 2020

GOAL 3: : Regional Alignment

OBJECTIVE: To complete all necessary items as outlined in the 2017 transition plan for DESE to be a comprehensive region Prek-12

	Activities	Timeline	Responsible Personnel	Measurable Outcomes
a.	Develop an organizational chart for the Region, with corresponding job descriptions	Ongoing through 2020	Superintendent, School Committee	Structured positions with comprehensive job descriptions
b.	Develop and install Regional technology infrastructure	Ongoing through 2020	Superintendent, Director of Technology, Business Manager, Technology Faculty and staff bldg based	New Regional website, uniformed email accounts, merger of independent software where necessary and possible, backup servers to archive all necessary documents
c.	Review child study process in each bldg to determine staffing needs with increased need for School Based Social Workers	Ongoing through 2020	Superintendent, Director of Pupil Services, Principals, bldg based child study teams	Developed procedures for child study referrals, meetings with area supports, developed procedures to review data

				to intervention plans, referral form for internal and external next steps
d.	Review Business Office structure, realign to meet the needs of the region. Explore full time onsite business manager annually	Ongoing through 2020	Superintendent, Principals, Financial Assistants, School Committee	Developed chart of responsibilities updated job descriptions and identified gaps and a plan to close the gap
e.	Comprehensive assessment of building and grounds for the region	Ongoing through 2019	Superintendent, Business Manager, Bldg ground/bldg renewal school committee liaisons, Principals and custodians	Develop maintenance plans
f.	Develop procedures for recruiting/hiring, sustaining staff or exit procedures within the region	Ongoing through 2019	Superintendent, district office manager, HR specialist, Principals	Broader postings of positions, new hire packets and checklists, continued mentor and induction programs, develop exit interviews and exit checkouts, employee handbook

Voted and approved on 12/6/18