

# SCHOOL COMMITTEE

## (Official Report)

**Special Informal Meeting**

**Tuesday, September 15, 2009**

Called for 6:00 p.m. by Her Honor Mayor E. Denise Simmons, in accordance with Chapter I, Section 3, of the Rules of the School Committee, for the purpose of a follow-up retreat with the Superintendent of Schools to discuss communication and goals.

Members Present: Mr. Fantini, Mr. Grassi, Mr. McGovern, Ms. Nolan, Mr. Schuster, Ms. Tauber, Mayor Simmons

Mr. McGovern in the Chair.

Also Present: Superintendent Jeffrey Young, Deputy Superintendent Carolyn Turk, Chief Operating Officer James Maloney, Education Liaison Lenora Jennings, Glenn Koocher, Facilitator

The Chair called the meeting to order at 6:15 p.m. and turned it over to Mr. Koocher. Mr. Koocher walked Members through the Agenda:

### **A. ACTION STEPS/BEHAVIORS and OTHER**

Mayor Simmons in the Chair

### **B. GOALS**

### **C. WORKFLOW**

### **D. COMMUNICATION**

Discussion took place around the following:

- Have two presentations per meeting and keep them to 15 minutes
- Limit Members to 2 questions per presentation
- Identify what reports are required/necessary for the School Committee and Administration
- Members should remain in the room during discussions
- Empower Chair to control time limits per Member
- Be prepared for meetings/read presentation ahead of time
- Do not repeat what has already been said
- Avoid giving presenter "gotcha" impression
- Explain how numbers in presentation are compiled
- Reference policy relevant to motion
- Check with Legal Counsel for expected time frame for uploading policy manual
- Superintendent welcomes calls and E-mail from Members
- Establish protocol for giving feedback to Superintendent before, during and after a meeting
- Importance of Members meeting one-on-one with the Superintendent
- Mutual respect between Members and Administration – both sides have to be willing to push back
- Members should be aware of Superintendent's comfort level during conversations
- Include Dr. Turk and Mr. Maloney in questions and concerns from constituents
- School Committee Members should not usurp authority of principals
- Keep open lines of communication

- Members should advise Superintendent of meetings with his staff
- Be aware of possible consequences of discussions with constituents
- Remember we are here for kids/families

Members discussed and prioritized goals identified at the July retreat:

- Middle grades – resolve issue and space by 2010
- Achievement Gap – resolve by 2012
- Controlled Choice – resolve by 2012
- Race and class
- Second language acquisition
- Special education strategic plan
- District strategic plan
- Long range financial planning

The Superintendent walked Members through the 2009/10 Budget Guide draft, FY 2010 School Committee Budget Guiding Principles, Guidelines for Developing the FY 10 Budget, and FY 2011 draft Budget Calendar (copies on file in the School Committee office). In November give Superintendent policies/guidelines for the budget.

The Chair thanked Mr. Koocher.

On a motion by Mr. Fantini, seconded by Mr. McGovern, it was voted to adjourn (9:10 p.m.)

Adjourned  
Patricia A. Berry  
Confidential Secretary