AMENDED AGENDA

POSTED IN ACCORDANCE WITH THE PROVISIONSOF MGL 30A §§18-25 and the Governor's March 12, 2020 Executive order

Marblehead School Committee-MASC-MA Association of School Committees Training

Name of Board or Committee

Address: 9 Maple St.

Room: Glover School-Front Entrance

Friday	**August**	**14ᵗʰ**	**2020**	**8:30am**
Day of Week	Month	Date	Year	Time

Agenda or Topics to be discussed listed below (That the chair reasonably anticipates will be discussed)

I. MASC Massachusetts Association of School Committees
    A. Strategic Plan
    B. Superintendent Evaluation

II. School Committee Operating Protocols   (Vote) ?

III. School Committee Internal and External Communication Discussion

IV. Subcommittee and Liaisons Discussion   (Vote)

V. Legal Services Request for Information

VI. Schedule of Bills   (Vote)

THIS AGENDA IS SUBJECT TO CHANGE

Chairperson: Sarah Gold
Posted by: Lisa Dimier
Date: 8/12/2020

MARBLEHEAD
PUBLIC SCHOOLS

9 Widger Road,
Marblehead, MA 01945
phone: 781.639.3140
fax: 781.639.3149

MEMORANDUM

TO: Marblehead School Committee

FROM: Michelle Cresta, Director of Finance

CC: John J. Buckey, Superintendent

DATE: August 11, 2020

RE: Schedule of Bills for Approval

Included in this packet is the following Schedules of Bills for your consideration. The schedules and invoices have been uploaded to Dropbox and the required signatures have been obtained for each schedule.

Schedule	Amount	FY
19733	$ 441.40	20
19738	$ 420,098.17	20
19739	$ 1,705,778.90	21
19750	$ 8,711.04	20
19751	$ 71,471.37	21
19771	$ 114,561.98	21
19772	$ 885.29	21
19779	$ 121,409.04	21
19795	$ 50,394.68	21
Total	$ 2,493,751.87	

Suggested Motion:

Motion to approve the above identified schedules of bills totaling $2,493,751.8.

Developing a District Strategy for Continuous Improvement

Marblehead School Committee

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Strategy Definitions:

A **plan** of action or policy designed to **achieve** a major or overall aim
Dictionary.com

1. A careful **plan** or method for **achieving** a particular **goal** usually over a long period of time.
2. The skill of making or carrying out **plans** to **achieve** a **goal.**
Merriam Webster

1. A method or **plan** chosen to bring about a desired future, such as **achievement** of a **goal** or solution to a problem.
2. The art and science of **planning** and marshalling resources for their <u>most efficient and effective</u> use.
Business Dictionary

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Why Set Goals?

Goal setting is the process by which a school board exercises leadership

If the board doesn't set goals, special interest groups will

Setting goals enables the board and superintendent to keep the district on a continuous improvement track

Goals let employees and the community know where the district is headed

Ensure Alignment

Monitor Progress

Budget Support

School Committee Goals
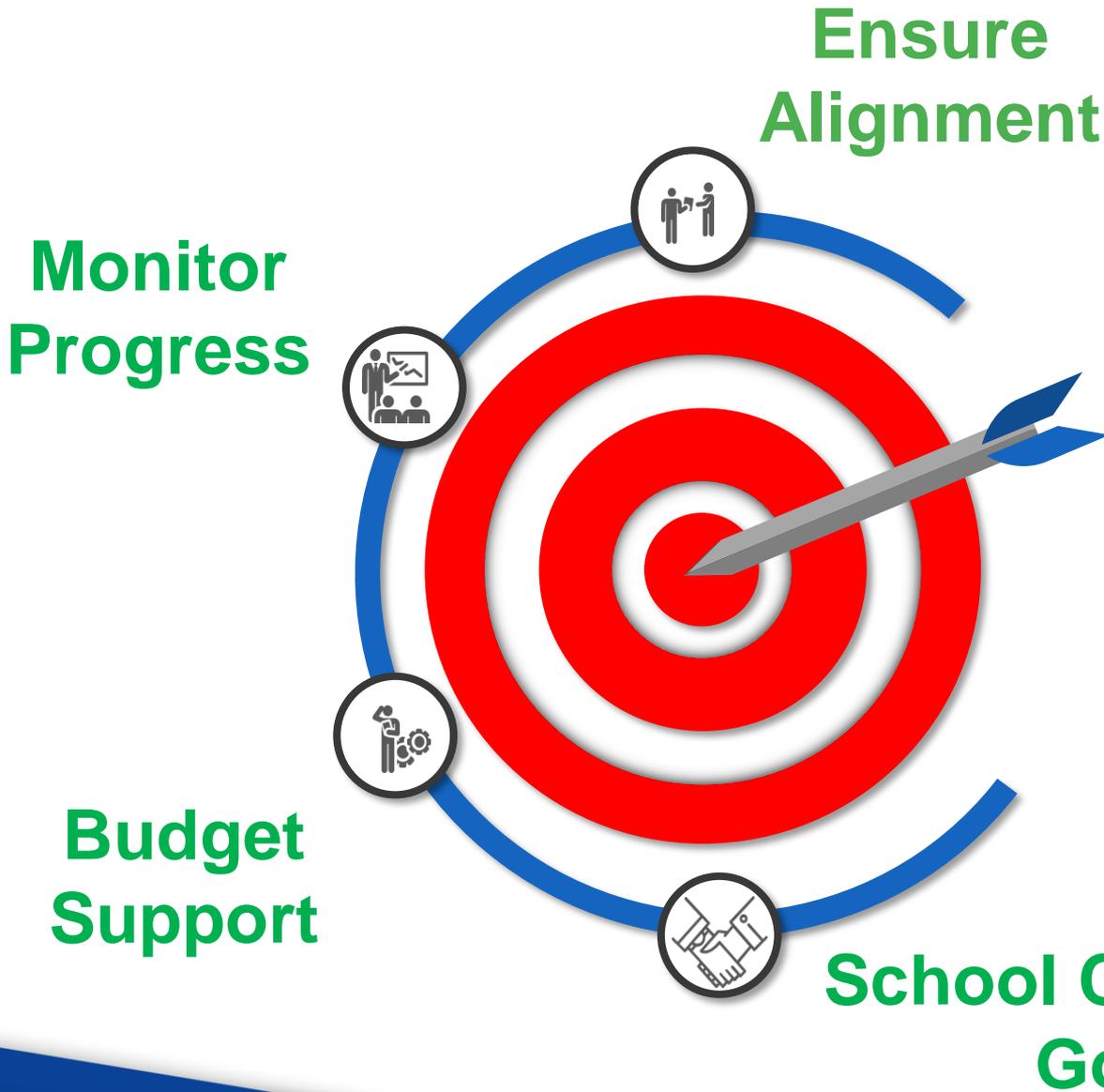
Goals Frame & Structure Work

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New vs. Old

District Strategies	Strategic Plan
• Adaptive	• Static
• Agile/Responsive	• Cumbersome
• Integrate a few key ideas	• Discrete, unrelated initiatives
• Focuses on doing a few key things well	• Broad, incremental approach
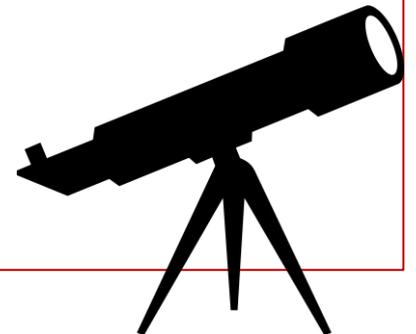
Elements of the Plan

Mission & Vision

Why we exist
Our vision for the future. Our North Star

Core Beliefs

Guiding principles
Things we won't compromise on

Theory of Action

If we take this course of action,
Then we will get this result

Overarching Goals

3-5 INTEGRATED broad objectives
Targeted vision statements
3 to 5 year horizon

SMART Goals

Specific Measurable Attainable Results-oriented Timebound
Shorter horizon

Action Plans

Who does what and by when

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By Any Other Name…

Why we exist (Mission)

The future we seek (Vision)

Broad Objectives (Overarching Goals, Goals, Strategic Objectives, etc.)

Specific, Short-range Objectives (SMART Goals, Strategic Initiatives, Action Plans, etc.)

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Continuous Improvement

Scan
- Assess current conditions
- Future trends
- SWOT analysis

Plan
- What overarching goals will ensure the district reaches its vision?
- Match strengths to identified opportunities.
- Address the weaknesses and external threats.

Implement
- Who does the work? When does it happen? Where does it happen?
- How will we assess progress?

Evaluate
- Is our plan achieving the goals we have set?
- If not, what needs to change to make progress?
- Five steps of Evaluation:
  - 1. Define objectives to be measured
  - 2. Identify the outcome desired for each objective
  - 3. Evaluate progress by gathering & reporting appropriate information & data
  - 4. Compare evaluation with desired outcome
  - 5. Adjust strategies as necessary

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NSIP - Year One Work

Entry Plan/ Findings
- Count, See, Hear, Collect Data
- Report of Entry Findings
- Vet with stakeholders, including School Committee

Strategy
- Root cause analysis, SWOT
- Vet with stakeholders, including School Committee

Monitor Progress
- Integrate DIP, SIP, Educator Evaluation
- Focus Leadership Team on Strategy Implementation
- Work with stakeholders, including School Committee

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SUPERINTENDENT'S ENTRY PLAN

Collect "COUNT" "SEE" & "HEAR" Data

With Leadership Team, inventory & Categorize Current Initiatives

Use Findings to Identify Patterns & Themes

Vet Draft Report with Leadership Team

SUPERINTENDENT'S REPORT OF ENTRY FINDINGS

With Leadership Team:

Develop SWOT

Identify Root Causes

Develop Proposed Strategy: Theory of action, 3-5 Strategic Objectives with Strategic Initiatives for each

DISTRICT STRATEGY

Focus Leadership Team on District Strategy Implementation

Align District & School Improvement Planning, Budget, Educator Evaluation & other key processes with District Strategy

Monitor Progress, Learn, & Refine Strategic Initiatives and Plans

DISTRICT'S VISION ACHIEVED

Engage Stakeholders

Engage Stakeholders, especially School Committee
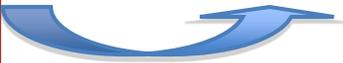
Engage Stakeholders

Typical Timeframe:
July-August   September - January   February - June   July - on-going

Entry Plan Findings

What are areas of strength?

What are the areas of concern?

Are there unmet needs?

What future trends have we identified?

What are the root causes of issues?

What should we keep doing?

What needs to change/improve?

Strategy Development

Mission and Vision

Theory of Action

Determine Overarching Goals

➢3-5 goals

➢3-5 year view

➢Integrated

Implement

Create Action Plan

GOALS

⬇

OBJECTIVES

⬇

STRATEGIES

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Evaluate

- ✓ **What does the data tell us?**

- ✓ **Did we do what we said we would do?**

- ✓ **Did we get the outcomes we were looking for?**

Know What You're Measuring

Outputs

- Tasks
- Did we do what we said we would do?
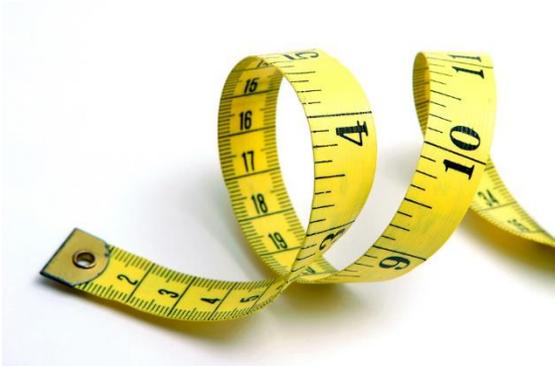
Outcomes

- Targets
- Did we get the outcomes we wanted?
- Impact Outputs have on behavior, skill, knowledge

Complementary Leadership Roles

School Committee	Shared	Superintendent
• Ensure community voice • Articulate mission & vision • Approve plan • Provide resources • Evaluate progress	• *Gather & synthsize data* • *Data analysis* • *Monitor progress*	• Root cause analysis • Recommend actions • Implement plan • Adjust plan as necessary

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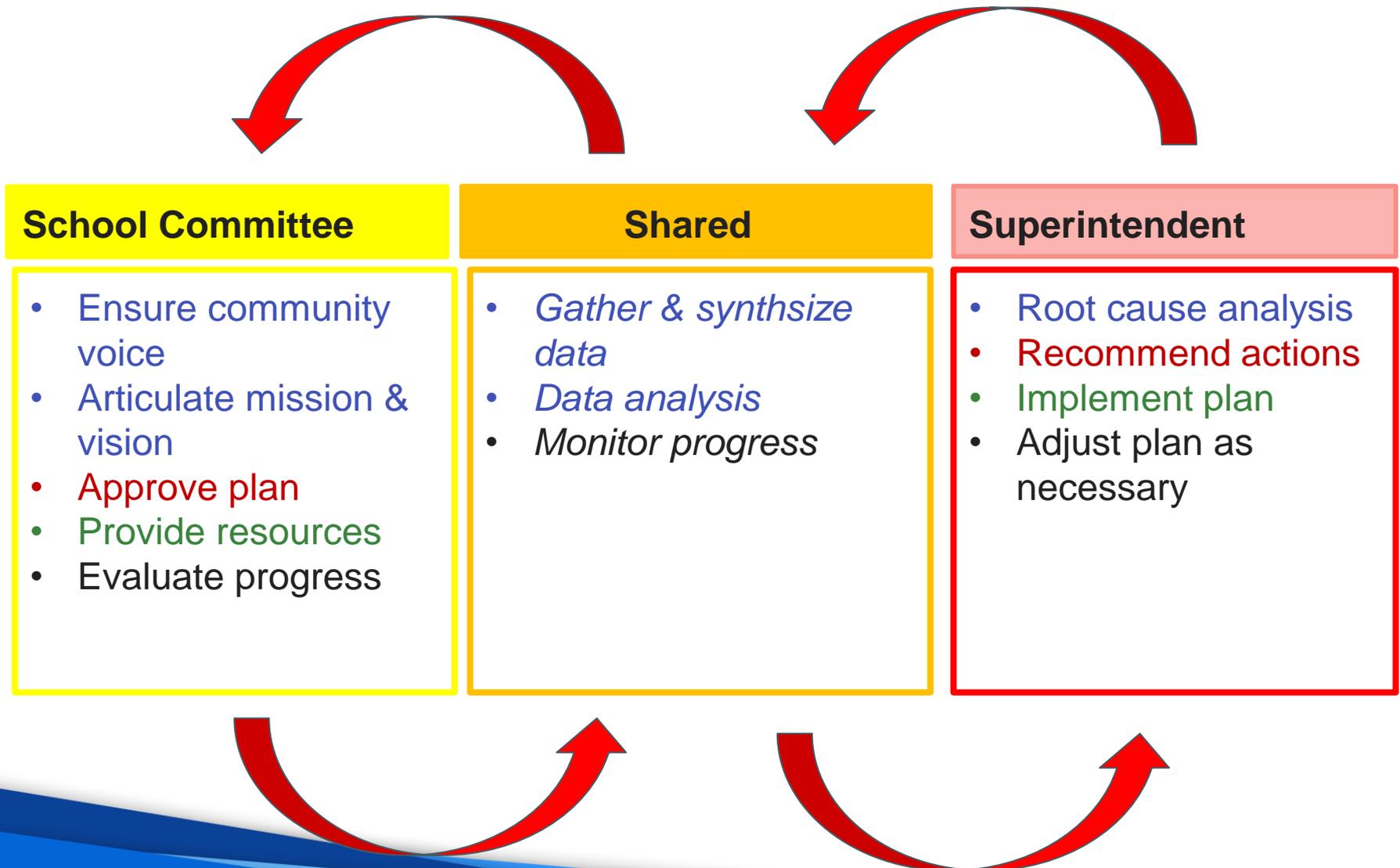
Complementary Leadership Roles

Governance	Management	Governance
Provide direction: Mission Vision Review goals Policy	*Put plans in place to:* Accomplish goals Implement policy Monitor systems & procedures Adjust to achieve desired results	*Monitor accomplishment of goals & effectiveness of policy by:* Evaluate superintendent performance Assess district results

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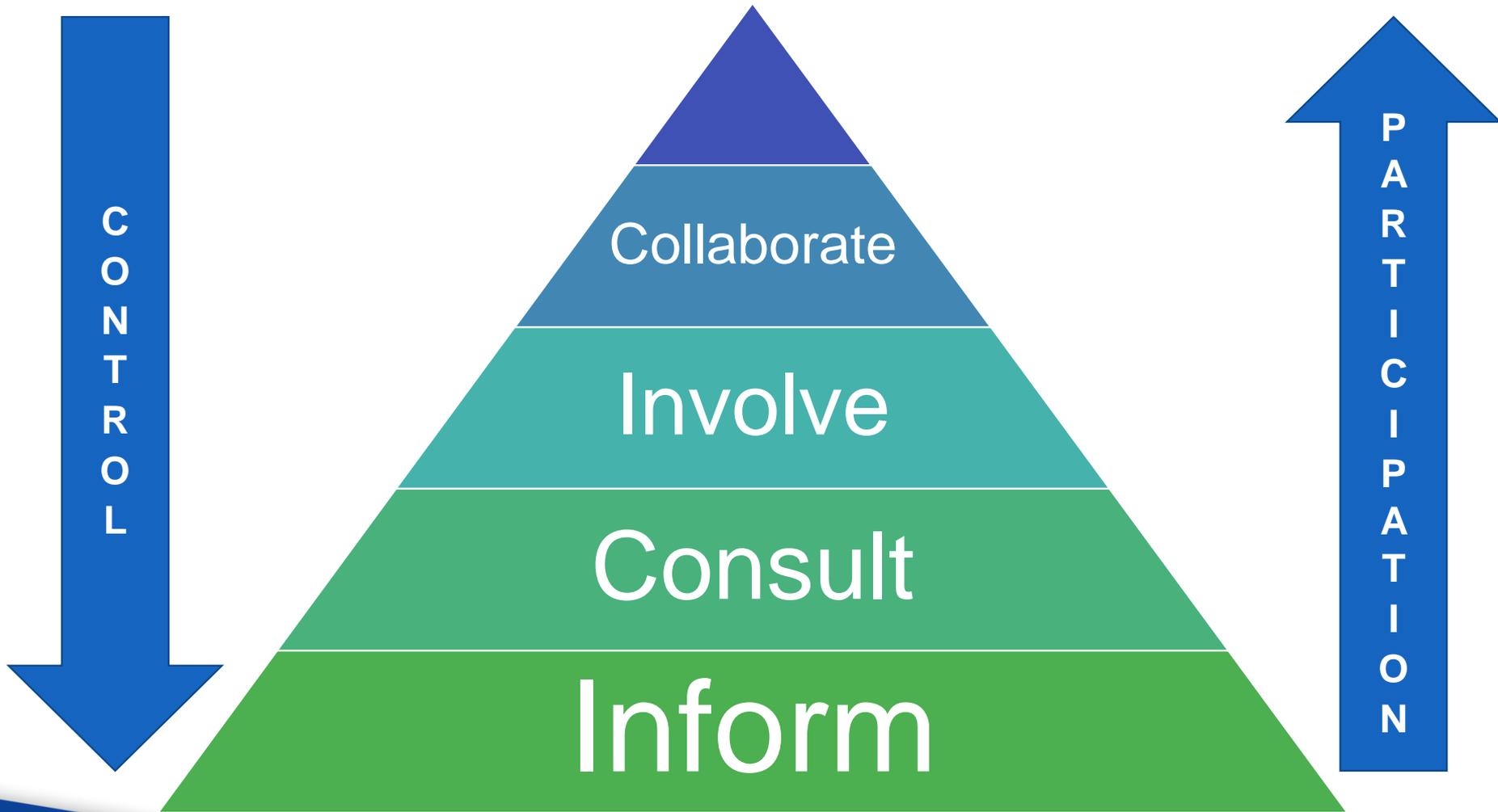
Public Participation Spectrum

PURPOSE	INFORM	CONSULT	INVOLVE	COLLABORATE
OBJECTIVE	Provide the public with information	Obtain public feedback	Work directly with the public throughout the process	Partner with the public in decision-making
PROMISE TO THE PUBLIC	We will keep you informed	Provide feedback on how public input influenced the decision	Ensure public concerns & issues are reflected in the alternatives	Incorporate public advice & recommendations into the decision

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Engagement Spectrum

PURPOSE	Inform	Consult	Involve	Collaborate
Objective:	Provide the public with information	Obtain public feedback	Work directly with the public throughout the process	Partner with the public in decision-making
Example tools:	Websites	Public comment	Workshops	Advisory committees

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Evaluating the Superintendent

Charting the Course

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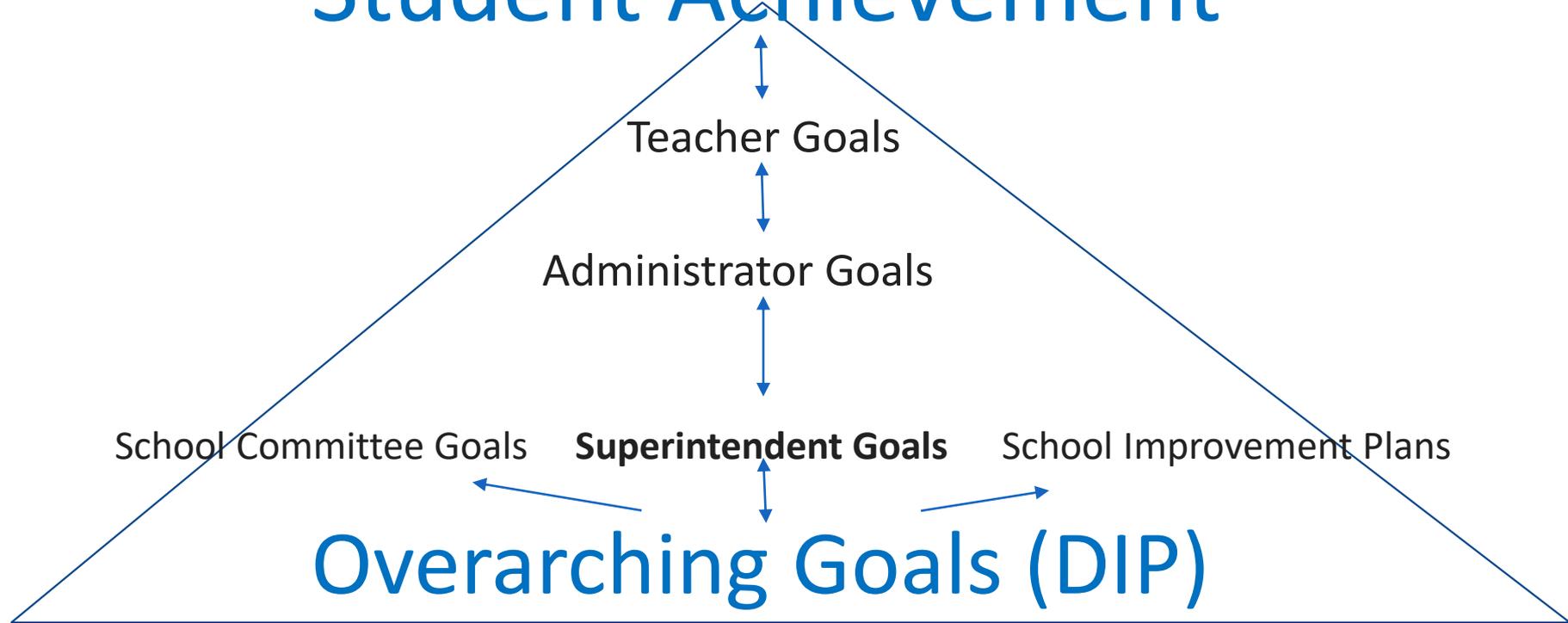
Superintendent Evaluation

- Part of the evaluation system for all educators
    - Makes educator evaluation more effective and linked to student achievement
    - Strategy for improving educator professional practice
    - Links multiple criteria to measuring educator success
- MA Board of Elementary and Secondary Education requires some elements
- All districts must implement

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What We Need to Know About Superintendent Evaluation

- ✓ Requires greater attention to evaluation

- ✓ Components may be new to many school committees

- ✓ Annual evaluations are required in most cases

- ✓ A standard format must be used, with the flexibility to **adapt** tool to district needs

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Three Key Components

1. Five step cycle
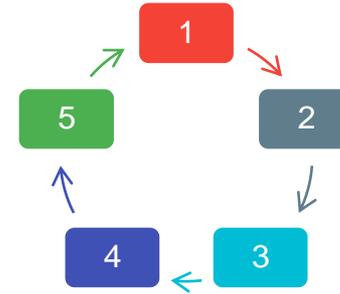
2. Two part tool

Part 1 - Goals

Part 2 - Standards

3. Multi-part Rating System
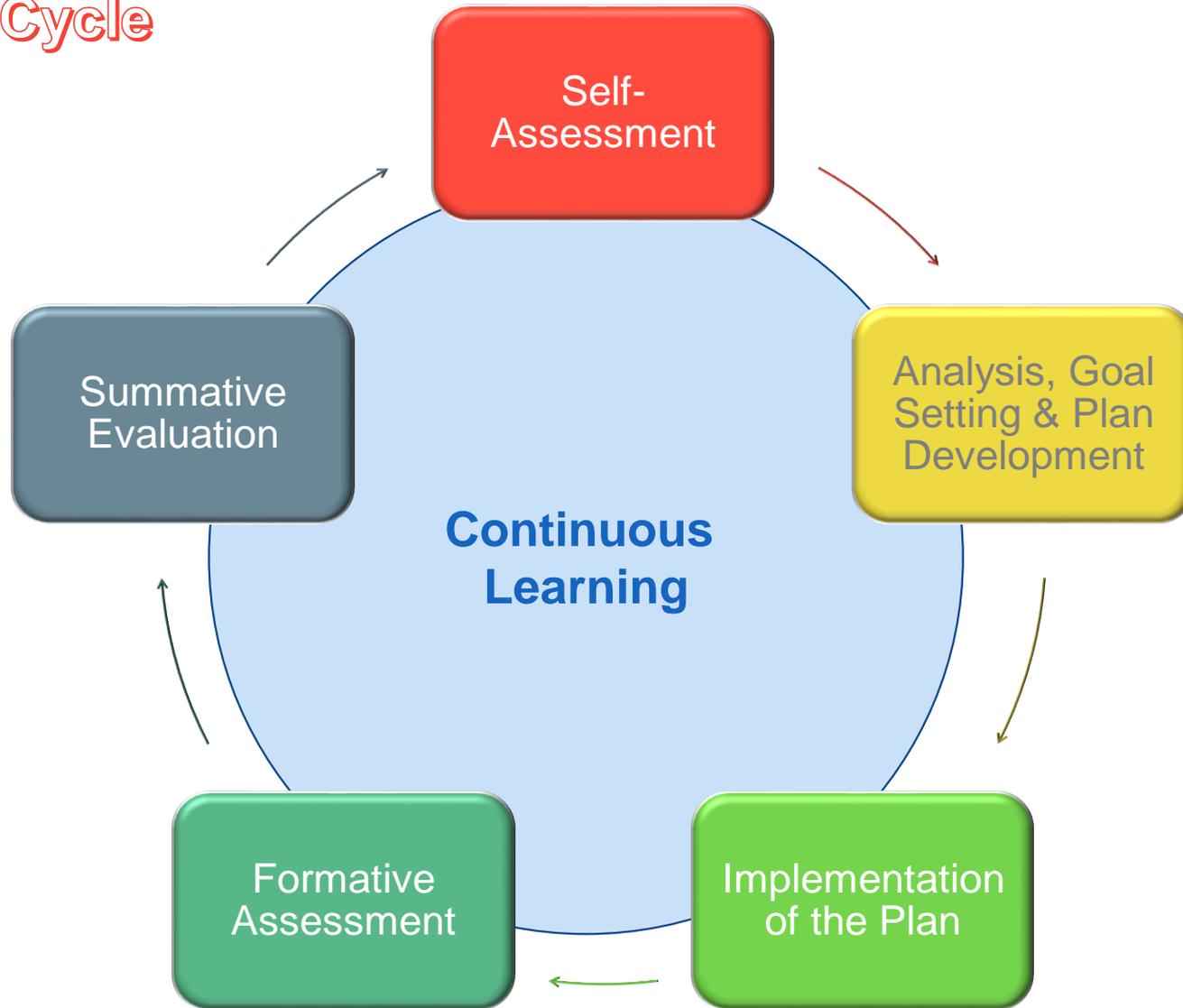
Evaluation Tool: Part 1

SMART Goals

- ✓ **S**pecific * Strategic
- ✓ **M**easurable
- ✓ **A**ction-oriented
- ✓ **R**igorous, Realistic & Result-focused
- ✓ **T**imed & Tracked

SMART Goals have:
- ✓ Key Actions
- ✓ Benchmarks

Goal Areas

- ➤ Professional Practice

- ➤ Student Learning

- ➤ District Improvement

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Evaluation Tool: Part 2

STANDARDS AND INDICATORS OF EFFECTIVE PROFESSIONAL PRACTICE

➢Instructional Leadership

➢Management and Operations

➢Family & Community Engagement

➢Professional Culture

Source: DESE Educator Evaluation Regulations

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Structure of the Rubric:
A Continuum of Professional Practice

Standard

↓
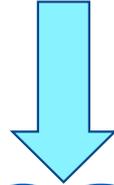
Indicator

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Descriptor

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Standard I: Instructional Leadership

	Unsatisfactory	Needs Improvement	Proficient	Exemplary
I-A: Curriculum	Does not ensure the implementation of standards-based units of instruction across the district (e.g. fails to provide adequate resources or training).	Ensures that most instructional staff implement standards-based units of instruction consisting of well-structured lessons, but curricula in some schools or content areas lack appropriate rigor or alignment to state standards.	Monitors and assesses progress across all schools and content areas to **ensure that all instructional staff implement effective and rigorous standards-based units of instruction consisting of well-structured lessons with measurable outcomes**.	Empowers administrators to ensure all instructional staff collaboratively plan, adapt as needed, and implement standards-based units comprised of well-structured lessons aligned to state standards and local curricula. Continually monitors and assesses progress, and provides additional supports as needed. Models this practice for others.

Changes reflect:

- ➤ Recognition of goal-driven emphasis
- ➤ Governance role of the school committee
- ➤ Focus on outcomes
- ➤ Composite/consensus process
- ➤ Public process

RATING SYSTEM

SUMMATIVE PERFORMANCE RATING ON:

GOALS:
- ✓ *Exceeded*
- ✓ *Met*
- ✓ *Significant Progress*
- ✓ *Some Progress*
- ✓ *Did Not Meet*

STANDARDS:
- ✓ *Exemplary*
- ✓ *Proficient*
- ✓ *Needs Improvement*
- ✓ *Unsatisfactory*

OVERALL SUMMATIVE RATING: *Exemplary, Proficient, Needs Improvement, Unsatisfactory*

Three Key Components

1. Five step cycle

   Self-Assessment, Goal Setting, Implementation, Mid-cycle Review
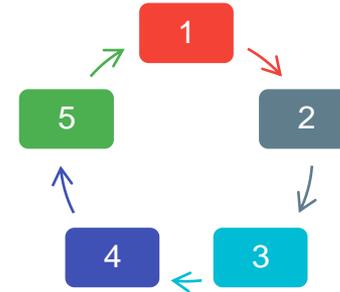
2. Two part tool

   SMART Goals & Performance Rubric

3. Multi-part Rating System

   Rating on Goals, Standards & Summative Rating

1
5
2
4
3

Part 1 - Goals
Part 2 - Standards

How Does it Work?

Create Evaluation Document

Work with Superintendent to draft goals
- ✓Can use subcommittee to begin work
- ✓School Committee has final approval

Identify Standards, Indicators from Rubric
- ✓All Standards must be evaluated

Decide on Weighting of Standards

Discuss Artifacts of Evidence

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Document Development Checklist

✓**Agree on Goals**
   ✓Think about OUTCOMES

✓**Agree on applicable Indicators in Rubric**
   ✓Not too many

✓**Determine weighting of Standards**
   ✓Does any area need special attention?

✓**Discuss Evidence**
   ✓What will help the Committee understand the work?

✓**Create Year-Long Agenda**
   ✓Monitor progress throughout the year, not just at the end

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Required vs. Optional

REQUIRED	OPTIONAL

REQUIRED

- 4 SMART Goals in 3 areas
  - District Improvement
  - Student Learning
  - Professional Practice
- Ratings on all 4 Standards
  - Instructional Leadership
  - Management & Operations
  - Family & Community Engagement
  - Professional Culture
- Overall Summative Rating

OPTIONAL

- Do not need to use all Indicators
- Can weight Standards differently
- Timing of Evaluation cycle
- How Evaluation is used
- Process for completing evaluation

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Timing of the Cycle

What makes the most sense in terms of planning and district work?

Election time considerations
Who prepares individual evaluations?
When are they prepared by outgoing members?
What about newly elected members?
Who votes?

Completing the Evaluation

1. Committee members complete individual evaluations
   - Superintendent self-assessment
   - Evidence of progress/proficiency
   - Form to complete evaluation

2. Composite Evaluation prepared
   - Chair or Designee
   - Subcommittee
   - *Discuss process for preparation*

3. Discussed and voted on by full Committee at a public meeting
   - New SJC ruling may require a change to your process

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Composite

- One document where everyone can hear their voice

- How are composite ratings determined?
    - Not a just a tally
    - Not an average

- How are comments handled?

GOALS

➢ Specific to individual and to district

➢ Consider progress made on action items in goals

➢ Refer to evidence provided

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STANDARDS

➤ "The Standards and Indicators for both administrators and teachers establish a statewide understanding about what effective leadership and teaching practice look like."

  ➤ Instructional Leadership

  ➤ Management and Operations

  ➤ Family & Community Engage

  ➤ Professional culture

Proficient

➢ Is understood to be fully satisfactory. This is a rigorous expected level of performance. It is a demanding, but attainable level of performance.

Exemplary

➢A level of performance that exceeds the already high standard of Proficient. Reserved for performance that is of such a high level that it could serve as a model for leaders regionally or statewide.

Needs Improvement

➢Performance that is below the requirements of a Standard, but is not considered to be Unsatisfactory at the time. Improvement is necessary and expected.

Unsatisfactory

➢The rating is merited when performance has not significantly improved following a rating of Needs Improvement, or performance is consistently below the requirements of a Standard and is considered in adequate or both.

Keep in Mind

➢Evidence & self-assessment provided

➢Your observations

➢Timeframe

➢Tie ratings and comments to evidence and observations
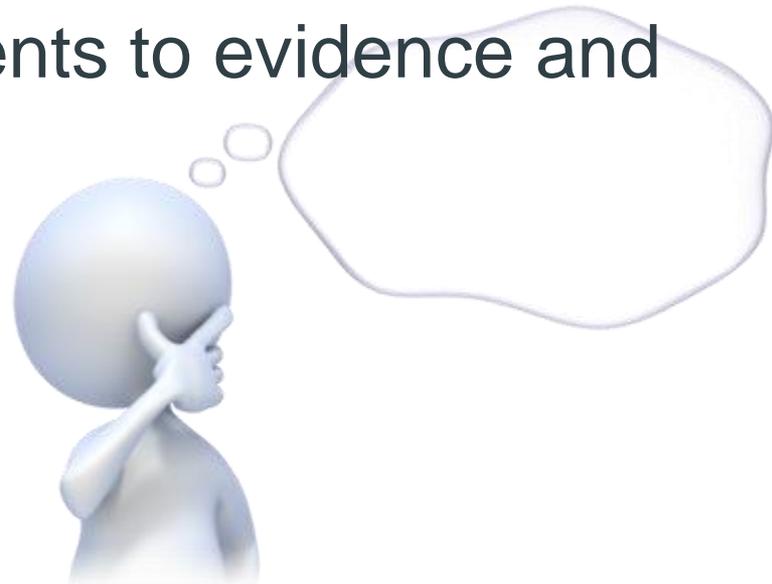
DESE Resources

✓ Implementation Guidance
✓ Rubrics
✓ 5 Part Video Series:
     Making the Most of the Opportunity
     Organizing the Process
     Putting Goals at the Center
     Assessing Progress and Performance
     Deciding and Reporting Ratings

http://www.doe.mass.edu/edeval/resources/evaluation/default.html

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MARBLEHEAD
PUBLIC SCHOOLS

Marblehead School Committee
9 Widger Road,
Marblehead, MA 01945
phone: 781.639.3140 x16
email:schoolcommittee@marbleheadschools.org

Sarah Gold	**Meagan Taylor**	**Emily Barron**	**David Harris Jr.**	**Sarah Fox**
Chairman	Vice Chairman	Committee Member	Committee Member	Secretary

From original: The Marblehead School Committee values and views as our top priority the academic, social and emotional success of all students in our district. We agree to thoughtfully seek and support solutions that will provide the greatest benefit to students

Who We Represent

1. **NEW** We represent the educational and developmental needs and interests of all students in the district. We place their interests above all others in the decisions we make.

How We Govern

1. **NEW** We acknowledge that a School Committee meeting is a meeting of the School Committee that is held in public – not a public meeting.

2. We shall conduct business through a set agenda that should be connected to district goals. Emerging items shall be addressed in subsequent meetings through planned agenda items unless it is determined by the School Committee Chairperson that it would be detrimental to delay the issue until a subsequent meeting.

3. Requests to add items to an agenda by members shall be made to the Superintendent or the School Committee Chairperson in accordance with the law.

4. **NEW** We shall strive to make each meeting effective and efficient giving each member an equal opportunity to express their views and opinions and to relay their input in a concise and topic-focused manner. No one member should monopolize the discussion. All remarks must be directed through the Chair. Remarks must be courteous in language and deportment.

5. We shall make decisions after considering data, the Superintendent's recommendations, proposals, and suggestions. We will engage in open-minded, respectful debate, vote our convictions, avoid bias, and uphold and support the decision of the majority of the Committee once a decision is made. We will explain the reasons for our votes.

6. **NEW** We shall exhibit professional conduct and behavior.

7. **NEW** We shall attend meetings well-prepared to discuss issues on the agenda and to participate in efficient decision-making.

8. When we are in committee we will remain in our committee member role throughout the meeting.

9. **NEW** We shall ensure that we do not breach the open meeting laws by deliberating outside of duly convened meetings of the committee.

10. The School Committee welcomes respectful, thoughtful input from the public in shaping committee decisions. Public input at meetings may be made on items on the agenda, or otherwise at the discretion of the Chairperson.

11. **NEW** We acknowledge the importance of subcommittees, and the Superintendent agrees to utilize them to focus on a specific topic in-depth and to prepare for presentation, deliberation and possible action by the full School Committee. We will agree on the appropriate School Committee participation on subcommittees.

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Chairman	Vice Chairman	Committee Member	Committee Member	Secretary

12. School Committee members will *maintain* privileged information and respect the confidentiality of Executive Session.
13. Our actions shall be consistent with the core values of the district, and be consistent with our vision of a high class organization.
14. School Committee meetings will be guided by the Open Meeting law and Roberts Rules of Order.
15. **NEW**The Superintendent of Schools and such staff as are needed to advise the Committee shall be seated at the Committee table.
16. School Committee members will familiarize themselves with and uphold all district policies. Specifically policies relating to governance (BHC,BBAA,BIA,BHE,BCA,BDD).

How We Treat Each Other

1. We shall debate the issues keeping an open mind to other member's opinions and/or positions.
2. We shall work to build trust between and among School Committee members, the Superintendent and the Administration by treating everyone with dignity and respect, even in times of disagreement.

How We Communicate

1. **NEW** It is the School Committee's responsibility to set a positive tone for the district.
2. The Superintendent and the School Committee recognize the importance of proactive communication. If School Committee members have questions or concerns, they agree to contact the Superintendent well in advance of a meeting. They agree that there will be no surprises.
3. We shall channel requests for information through the Superintendent and/or the School Committee Chairperson rather than directly to district staff or Town officials. Town officials shall channel requests for information through the Chairperson or Superintendent for consideration by the School Committee.
4. **NEW** We shall provide full disclosure of information and not withhold information from other members.
5. We shall advocate for the public schools and public education as ambassadors of the school system by promoting support for public education and spreading the news of our success. We shall always strive to project a positive image.
6. We recognize the Chairperson, or her/his designee, as the official spokesperson of the School Committee, including, but not limited to, legal counsel and official media requests.
7. The Superintendent and the School Committee recognize the importance of working collaboratively with the community to improve our schools and we shall actively seek ways to enlist community support for our efforts.

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8. School Committee members acknowledge the importance of working collaboratively with town officials, but recognize when they attend meetings of other committees and boards they speak and act as individuals not for the committee as a whole and will disclose as such.

9.**NEW** Social Media-

NEW How We Will Improve

1. All new School Committee members will attend an MASC orientation session as soon as practicable, but within one year of being elected.
2. All members will be open to continued personal growth through participating in training opportunities in order to advance the work of our public schools.
3. We shall review and revise operating protocols annually through an annual workshop.
4. We shall develop and maintain a district new member orientation program.
5. We shall develop annual School Committee performance objectives, or goals, and appraise progress through regular self-evaluation.

What Are Our Limits of Authority

1. We shall exercise leadership in vision, planning, policy, budgeting, evaluation of the Superintendent of Schools, and advocacy of the district, consistent with the law and district policies.
2. It is the Superintendent's responsibility to oversee personnel issues and to manage the day-to-day operations of the district. It is the School Committee's responsibility to evaluate the superintendent's effectiveness in these matters.
3. **NEW** We shall recognize that authority rests only with the majority decision of the School Committee and we shall not make any independent commitments or take any independent actions that may compromise the School Committee as a whole.
4. We shall follow the chain of command (Teacher, Principal, Superintendent) and direct others to do the same.
5. Complaints and concerns regarding personnel will be directed to the Superintendent.
6. We shall not use our positions for personal or partisan gain.
7. We shall refer any important questions or concerns received from members of the community to the Superintendent. The Superintendent, not any School Committee member has the authority to investigate. The Superintendent shall provide committee members with his/her response. It is not the role of the School Committee to resolve issues.

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NEW What Happens When Things Go Wrong

1. We shall work together to clarify and restate discussions in order to strive for full understanding.

2. We recognize the importance of honoring our agreed upon operating protocols and we agree to take responsibility for reminding one another when we get off track.

3. We shall maintain fidelity to these commitments and will be held accountable by our fellow School Committee members should any of us fail to live up to these commitments. If a School Committee member or Superintendent violates any of the operating protocols, he/she will be referred to the Chairperson or in the case of the Chairperson to the Vice Chairperson.

_____   _____

Sarah Gold, Chair   Meagan Taylor, Vice Chair

_____   _____

Emily Barron   Sarah Fox

_____

David Harris

Marblehead School Committee

Website Concepts For Review
August 10, 2020

Homepage, full view. Lots of white space! (This is a GOOD thing. Clean, legible, scannable, sophisticated.) Eyal Oren of Wednesdays In Marblehead has agreed to let us use imagery.
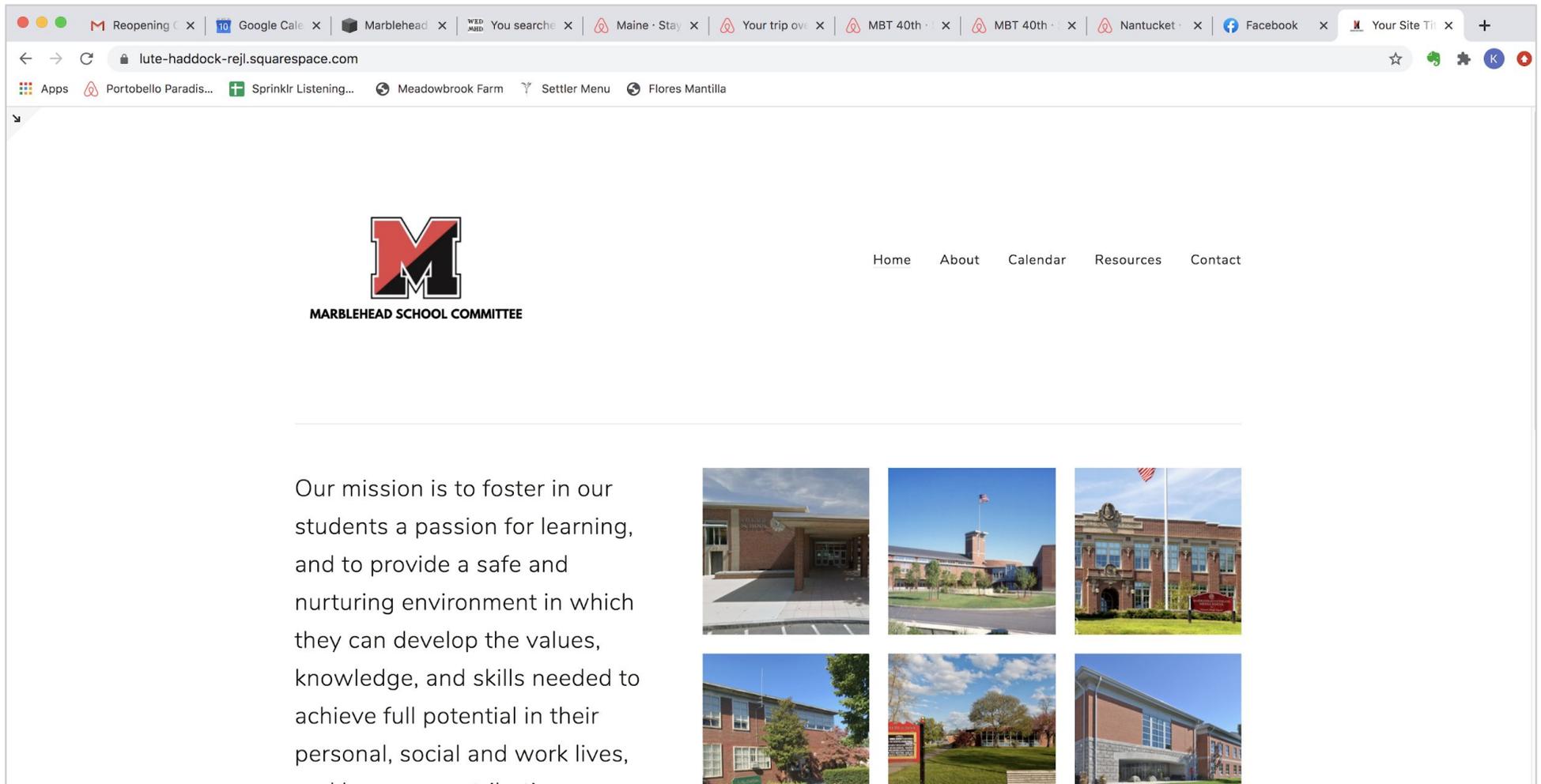
MARBLEHEAD SCHOOL COMMITTEE

Home   About   Calendar   Resources   Contact

Our mission is to foster in our students a passion for learning, and to provide a safe and nurturing environment in which they can develop the values, knowledge, and skills needed to achieve full potential in their personal, social and work lives, and become contributing members of society.

they can develop the values, knowledge, and skills needed to achieve full potential in their personal, social and work lives, and become contributing members of society.

- WE MEET A LOT. WE MEET ABOUT POLICY, CURRICULUM, SAFETY… AND JUST TO EXECUTE THE DAY-TO-DAY BUSINESS OF THE DISTRICT. WE'D LOVE TO HAVE YOU AT A MEETING. CALENDAR →

- BORING? NOPE! OUR OPERATING PROTOCOLS GUIDE US AS TO HOW WE FUNCTION AS A GROUP AND ALONGSIDE THE SUPERINTENDENT & HIS TEAM. SO, WE FIND THEM FASCINATING. PROTOCOLS →

- HAVE THOUGHTS OR QUESTIONS ABOUT HOW THE MARBLEHEAD PUBLIC SCHOOLS ARE RUN? WE ARE ALL EARS. CONTACT →
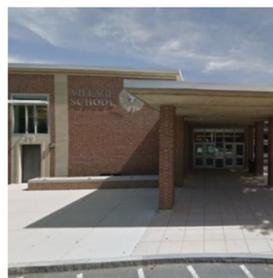
Update this with a picture of the 5 of you in masks, outside, distanced

Home   About   Calendar   Resources   Contact

MARBLEHEAD SCHOOL COMMITTEE

Sarah Gold
CHAIR
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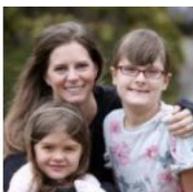
Meaghan Taylor
VICE-CHAIR
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David Harris
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Sarah Fox
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Emily Barron
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Calendar

Every **upcoming** meeting would be noted here, with a link to the town clerk generated agenda.

Every **past** meeting would link to the minutes.

MARBLEHEAD SCHOOL COMMITTEE

Our Strategic Plan

Mission

Our **mission** is to foster in our students a passion for learning, and to provide a safe and nurturing environment in which they can develop the values, knowledge, and skills needed to achieve full potential in their personal, social and work lives, and become contributing members of society.

Vision

The Marblehead Public Schools **vision** is to be a model school district, exemplary in its student engagement and academic excellence, in which all students reach their highest potential with support of outstanding instructional leaders and in partnership with the community.

Core Values

❖ **Student Achievement**: We will provide challenging standards and differentiated instruction to encourage students to excel and become confident, engaged learners who achieve their potential.

❖ **Personal Growth:** We will provide students with opportunities to grow socially, emotionally, physically and academically, and to be respectful, contributing members of society.

❖ **Partnerships and Collaboration:** As a shared responsibility, we will foster partnerships among the schools, families, businesses and the community at large.

❖ **School Culture:** We will create an environment of respect and appreciation for individual and cultural differences, and instill a passion for responsible social action.

❖ **Resources**: We will make decisions in the best interests of students, recognizing responsible funding that supports educational excellence.

Strategic Goals

❖ **Educator Growth:** Support educator quality through sustained, high quality professional development, self-reflection and implementation of the educator evaluation framework.

❖ **Curriculum:** Provide an aligned, coordinated and consistently delivered curriculum that increases student achievement and success.

❖ **Instruction:** Build capacity for differentiated instruction and digital learning in addressing the diverse needs, learning styles and levels of readiness of all students.

❖ **School Climate and Culture:** Promote safe and supportive learning environment that address the social and emotional and health needs of all students.

Strategic Goals			
Educator Growth	**Curriculum**	**Instruction**	**School Climate and Culture**
Support educator quality through sustained, high quality professional development, self-reflection and implementation of the educator evaluation framework	Provide an aligned, coordinated and consistently delivered curriculum that increases student achievement and success	Build capacity for differentiated instruction and digital learning in addressing the diverse needs, learning styles, and levels of readiness of all students.	Promote safe and supportive learning environments that address the social, emotional and health needs of all students.

MARBLEHEAD SCHOOL COMMITTEE

Marblehead Public Schools Protocols

The Marblehead School Committee values and views as our top priority the academic, social and emotional success of all students in our district. We agree to thoughtfully seek and support solutions that will provide the greatest benefit to students.

HOW WE GOVERN

- We shall conduct business through a set agenda tied to district goals. For efficiency and effectiveness discussion at meetings will be limited to the agenda.

- The chair sets the agenda in consultation with the Superintendent. Members may request to add items to a future agenda by contacting the Superintendent or the chair.

- We recognize the importance of proactive communication and will make every effort to convey our questions and concerns to the Superintendent by noon the Wednesday prior to the meeting.

- School Committee members will respect the Open Meeting law and will maintain the confidentiality of privileged information.

- We shall exercise leadership in district vision, planning, policy, budgeting, program evaluation, and advocacy.

- It is the Superintendent's responsibility to oversee personnel issues and to manage the day-to-day operations of the district. It is the School Committee's responsibility to evaluate the Superintendent's effectiveness in these matters.

- School Committee members will engage in open-minded, respectful debate, vote our convictions, avoid bias and will support the decisions of the majority of the Committee.

- School Committee members will familiarize themselves with and uphold all district policies. Specifically policies relating to governance (BHC, BBAA, BIA, BHE, BCA, BDD).

- We shall not use our positions for personal or partisan gain.

Budget

MARBLEHEAD SCHOOL COMMITTEE

Overview here about school budgeting, maybe a graphic about what the budget timeline generally looks like (looking forward to the 2021-22 process).

2020-21 PUBLIC BUDGET HEARING PRESENTATION

Describe the document here in layman's terms, including when it was presented and what it aimed to accomplish.

READ THE PRESENTATION

FISCAL YEAR 2021 - BUDGET REQUEST

Describe the document here in layman's terms, including when it was presented and what it aimed to accomplish.

LEARN MORE

FISCAL YEAR 2021 - PRELIMINARY BUDGET REQUEST

Describe the document here in layman's terms, including when it was presented and what it aimed to accomplish.

REVIEW THE BUDGET

PAST YEARS' BUDGETS ARE AVAILABLE HERE, ON THE MARBLEHEAD PUBLIC SCHOOLS WEBSITE.

Policies

MARBLEHEAD SCHOOL COMMITTEE

Home   About   Calendar   Resources   Contact

MPS Policy Manual

The MPS Policy Manual contains the official policies of the Marblehead School Committee; the major regulations intended to implement policy; and certain reference or "exhibit" documents that relate to policies and/or regulations. Policy development in a modern, forward-looking school system is a dynamic, ongoing process. New problems, issues, and needs give rise to the continuing need to develop new policies or to revise existing ones. The Marblehead School Committee approved this updated policy manual on October 18, 2018.

| MANUAL INTRODUCTION | MPS POLICY LIBRARY | NEPN POLICY CODING SYSTEM |

Recommend linking from this new site to the existing policy archive / list on MPS site. Too much to move / re-link.

MARBLEHEAD SCHOOL COMMITTEE

Information & Resources

MASS DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION

The Department's work includes licensing educators, distributing state and federal education money, helping districts implement learning standards, overseeing statewide standardized tests, monitoring schools and districts, and convening districts and individuals to share best practices. In addition, they collect data to inform state and local decisions.

LEARN MORE

COMMONWEALTH OF MASSACHUSETTS

Nulla eu pretium massa. Fusce at massa nec sapien auctor gravida in in tellus.

LEARN MORE

RUNNING FOR SCHOOL COMMITTEE

Have you ever considered becoming a member of the Marblehead School Committee? Town elections occur every year, the second week in May and the School Committee is always on the ballot, with at least one open position. The School Committee has five members, elected on a rotating basis for three year terms. (Note: if there has been a resignation, there may be an open position on the SC for less than 3 years).

Contact Us

MARBLEHEAD SCHOOL COMMITTEE

Home   About   Calendar   Resources   Contact

Contact Us

OUR OFFICE
Street Address
City, State, Postal Code

Name *

First Name   Last Name

Email *

Subject *

Message *

SUBMIT

Forms submitted here would forward to a shared email inbox (schoolcommittee@marbleheadschools.org?)

A message would be shown upon submission letting people know when they can expect a response (e.g. within 24-48 hours).

Social Media for School Committee members

The MASC Code of Ethics states a member stays "well informed concerning the duties of a Committee member on both a local and state level." Social media can be another tool for carrying out this part of your position.

The following guidelines are suggested to inform your use of social media:

Use social media as a communication tool.

As a well-informed school committee member, you're constantly in communication about your district: gathering information to inform decisions, delivering information to inform constituents. Much of that communication now takes place online. You certainly may use social media as a means of communication as a member of a school committee.

Be clear that you communicate only as an individual.

In Massachusetts, school committee members individually have no authority to speak on behalf of the district or of the committee unless specifically designated to do so. Be sure that it is clear in statements online and elsewhere that you speak only as an individual.

Avoid violating the Open Meeting Law.

Recall that the Open Meeting Law (M.G.L. Ch. 30A, §§ 18-25) applies to any quorum of a body deliberating about any matter under their jurisdiction.

Online, this can be as innocuous as a post from a single committee member expressing a view regarding an upcoming decision which is then "liked" by a majority of other members of the committee. While you may well be connected through social media to other members of your committee, be very cautious in your interactions with other members of your committee.

Keep your deliberations within the meeting.

Remember that the MASC Code of Ethics for members states "a member should not make statements or promises of how he/she will vote on matters that will come before the Committee." Your decision should be made as a result of meeting deliberation. Avoid posting content that indicates that you have already formed an opinion ahead of a deliberation at a meeting.

Make your decisions within the meeting.

While you may use social media as one way of gathering input for upcoming decisions, you have a responsibility as a committee member to make your decisions based on information given to you for your deliberation. A committee member should not make decisions based on social media popularity.

Direct complaints or concerns to the appropriate channels.

Just as you would with a phone call or a conversation in person, ensure that complaints and concerns are directed through the chain of command to the appropriate person in the administration.

Share public information through social media.

Sharing information about your district is a valuable function of social media. Invite the public to upcoming district events; share information about public hearings; link to the district budget. Let the community know about decisions the committee has made. Use visuals—photos, charts, graphs—to make your news go viral. Be clear in your sharing of information that you do so as a single committee member; you are not the official keeper of records.

Keep privileged information private.

Information shared within executive session needs to be kept private unless and until it is reviewed and released as part of the minutes of the session per M.G.L. Ch. 30A, §22f.

Observe other applicable laws and regulations around the sharing of information.

Be certain to observe all other applicable laws, such as those surrounding student privacy. This applies not only to information about students, but also to their images. Be sure that public sharing of photos of students are covered by district release.

Consider the permanence of posting.

Remember that nothing ever disappears online; postings can be cached or captured by screenshot. Likewise, whatever privacy setting you've chosen, a screenshot can take anything public. Do not post anything on social media that is not appropriate to have publicly shared.

Stay with facts.

Should you see incorrect information in a post and have public district information that is correct, link to it in the comments. Do not, however, get into an extended back-and-forth, as those rarely lead to any place productive. The "turn off notifications" setting can be very useful here.

Stay professional.

Never, never post in anger. Ever.

Don't get personal in your remarks, whatever the provocation.

Be aware of recent federal court rulings regarding social media as a "designated public forum."

There have been several recent rulings in federal court that elected officials may not within a public forum block those with whom they disagree politically. This is still a developing area legally. Every member must balance this with the respect for the administration, the community, and other members which are the MASC Code of Ethics; abuse of others within your own posts should not be allowed.

Ensure you abide by your district's technology use policy if using district equipment.

If you have been issued a district phone, laptop, or tablet, be certain you adhere to use as directed by policy.

Be timely and truthful.

Both make you an excellent and trusted resource online, extending your service as a member of the school committee online.

masc

STAKEHOLDER INVENTORY

Stakeholder Group	How does the SC communicate or engage with this group?	What is the primary type of engagement with this group? (Inform, consult, involve, collaborate)

2020-2021 School Committee
Sub-Committees and Liaisons

Note: Subcommittee recommendations are brought back to the School Committee for action   (policy BDE)

I. Sub-Committees for 2020-2021- (requires vote):

2020-2021 Sub-Committees of School Committee	Description of Sub-Committee Activities	2019-2020 Former Reps	2020-2021 Current Reps
Budget	Support budget development process via working session with Superintendent and Business staff, provide constructive input into the budget strategy and output, and support efforts with FinCom and the Town	Sarah Fox/Meagan Taylor	
Collective Bargaining	Support negotiations with legal representation for new union contracts	N/A	
Facilities Committee	Annual review of yearly facilities maintenance plan, capital outlays, and long term facilities' needs	Sarah Fox/Jennifer Schaeffner	.
Policy	Remain current in MPS curriculum development/alignment as progresses across disciplines	Jenn Schaeffner/Meagan Taylor	

II. Joint School/Town Committee Representative 2020-2021

Building Committee	Meet with Bldg. Comm. Bldg. Comm./report back to SC Minutes approved to Bldg. Comm.	David Harris/Sarah Fox	
Selectmen MOU Committee	Meet with Board of Selectmen, Town Administrator Superintendent, Fincom, School Business Manager, Director of Student Services, Town Finance Director and Town Department Heads to collaborate on long-term municipal financial goals	Sarah Fox/Meagan Taylor	

III. Superintendent's Advisory 2020-2021

Safety Advisory	Work with Superintendent and Town Officials to develop and maintain district safety plans	Sarah Gold/Sarah Fox	
Health/Wellness	Overview of Wellness Policy and building related procedures	Meagan Taylor/Jenn Schaeffner	
Reopening Committee	Work with Superintendent and other key district stakeholders to support and implement reentry plans for student and staff during COVID19 Pandemic	N/A	

Decided at SC Retreat 7.28.20

IV. <u>SC Liaison to School Advisory Councils</u> 2020-2021

School	2019-2020 SC Liaison	2020-2021 SC Liaisons
High School	Sarah Gold	
Veterans	Sarah Fox	
Village School	Meagan Taylor	
Glover	Jennifer Schaeffner	
Eveleth/Coffin	Sarah Fox/Jennifer Schaeffner	

V. <u>Other SC Liaisons</u> 2020-2021

METCO	Meagan Taylor	
SEPAC	Sarah Gold	