

Record of the Marblehead School Committee Meeting
Friday August 14, 2020 8:30am
Glover School-Front Entrance

Members Present: Sarah Gold, Meagan Taylor, Emily Barron, David Harris and Sarah Fox

Also: Dr. John J. Buckey-Superintendent
Nan Murphy-Assistant Superintendent
Ms. Dorothy Presser-MASC Representative
Ms. Christine McGrath-MASS

Ms. Gold called the meeting to order at 8:30am and welcomed Superintendent Buckey's mentor, Christine McGrath and MASC representative Ms. Dorothy Presser. Introductions took place. Ms. McGrath shared that she began her 19 year career as a Superintendent with Tewksbury Public Schools which ended in 2010. She informed the committee that through the Massachusetts Association of School Superintendents (MASS) she would be serving as Dr. Buckey's coach and mentor for the next two years as part the three year New Superintendent's Induction Program (NSIP).

I. MASC Massachusetts Association of School Committees

A. Strategic Plan

Ms. Presser discussed the aspects of a strategic plan with the committee sharing the definition and the importance behind setting goals. She explained how to build the elements of the plan in an effort to reach a continuous improvement model so that leadership could be exercised and staff kept on track. She further explained that the structure provided through the plan would ensure the alignment of goals throughout the district for the administrative team, principals, teachers and staff. She noted that a developed mission statement should be concise and that SMART goals would help measure progress. It was mentioned that "plans fail because of failure to monitor."

A series of questions and answers took place. Topics discussed included; entry plan findings, collecting data and monitoring data during COVID-19, a timeframe for monitoring the plan throughout the year and prioritizing the needs of the district while simultaneously developing the strategic plan.

B. Superintendent Evaluation

A discussion regarding the process for the evaluation of the Superintendent took place. It was explained that the evaluation was part of the evaluation process for all educators and that adjustments to the process were incorporated based on studies from the 2011 achievement gap. It was further explained that the goal of the evaluation process was to more effectively link performance to overall student achievement. Ms. McGrath informed the committee that the Massachusetts Board of Elementary and Secondary Education required certain elements of the evaluation and that other elements should be considered for adapting tools to the specific needs of the district. It was also mentioned that evaluations took place annually and that there were three key components to the evaluation in which the process would begin and end with self-assessment.

The first key component being the five step cycle was discussed. It was shared that the five steps included; self-assessment, goal setting and plan development, plan implementation, formative assessment and then a summative evaluation. The committee was informed that the formative assessment served as a half way point check in and it was suggested that February may be the appropriate timeframe to address that part of the evaluation cycle. It was also recommended that a

date in May could be held for the summative portion so that current members of the committee would be part of the evaluation prior to any member election changes.

It was explained that the second component of the evaluation included creating SMART goals that would lead to district improvement. Ms. McGrath noted that the third and final key component of the evaluation process would consist of a multipart rating system focusing on whether or not goals were met, exceeded or if progress was expected. It was further mentioned that the overall summative rating would support such scores of proficient, needs improvement or unsatisfactory.

A discussion regarding creating an evaluation document and timeline took place.

Topics of discussion included the next steps for entry planning and the process for reporting the findings to be incorporated towards the strategic plan. Clarification was provided regarding the options for creating either an evaluation subcommittee or a Superintendent's Advisory Committee for the evaluation process. It was explained that a subcommittee would require posted agendas and that an advisory committee would not as it was not considered a public body. A discussion regarding who may be appointed the task of creating the final composite rating that would be publicly shared and voted on also took place. The committee was also reminded that the composite rating would need to be posted publicly as it became available so there would be no violation of the open meeting law.

II. School Committee Operating Protocols

The school committee revisited the discussion of the operating protocols that were reviewed at an earlier summer meeting. The committee was informed that Ms. Taylor and Ms. Barron combined the existing protocols with the recommended protocols from Dr. Buckey to create a revised draft which specified which protocols were being newly considered. It was suggested that the document be reviewed and discussed so that areas of concern could be addressed prior to a final vote. It was noted that a new section on how the committee governs had been added. Ms. Fox shared that she felt the existing protocols in place from MASC were sufficient to which Ms. Gold did comment that she liked some of the new additions that may be more applicable to Marblehead. A discussion regarding how communication should occur amongst committee members and town officials took place. Additionally, a conversation regarding guidelines surrounding the use of social media by committee members took place. It was mentioned that channeling information through the Superintendent should be considered best practice. Ms. Presser mentioned the importance of understanding how social media postings could be considered as committee deliberations in the eyes of the community depending upon how and where comments are posted. Ms. Gold confirmed that the committee would adopt MASC's best practices for social media use and that the protocols would be looked over one final time to be brought back to the committee for a final vote.

III. School Committee Internal and External Communication Discussion

Ms. Gold and Ms. Taylor informed the committee that parent Kate Thomson who had developed the Back Together MHD website for the reopening of schools had been working on a new website for the school committee. A mockup of the website was shared and committee members shared their thoughts regarding the plan for the site. It was mentioned that the site would be more personalized and tailored for use. It was shared that there would be a page devoted to committee member profiles with a direct link to the school committee email address. Discussions about the possibility of push notifications, streaming videos and calendar management occurred. The committee welcomed the changes being made to the website and commended Ms. Thomson for all of her work developing it.

IV. Subcommittee and Liaisons Discussion

It was decided that the vote to appoint subcommittee members would be put on hold until the next meeting.

Budget
Collective Bargaining
Policy

Superintendent's Advisory

Health and Wellness
School and Town
Building Committee

School Liaisons

High School
Veterans
Village
Glover
Coffin/Eveleth

METCO
SEPAC

V. Legal Services Request for Information

It was also noted that the request for legal services proposals would not need to be further discussed and that letters requesting proposals would be sent. It was mentioned that the proposals would be brought back to the committee to be discussed at a future meeting

VI. Schedule of Bills

Ms. Gold made a motion to approve the schedule of bills totaling \$2,493,751.87. The motion was moved by Ms. Fox and seconded by Ms. Taylor. A roll call vote was taken.

Ms. Gold-Yes
Ms. Taylor-Yes
Ms. Barron-Yes
Ms. Fox-Yes
Mr. Harris-Yes

The motion passes, 5-0 all in favor.

Ms. Gold adjourned the meeting at 12.32pm and mentioned that the next meeting would be scheduled for Thursday August 20, 2020 at 7pm via Zoom noting that a reentry update should be added to the agenda.

Respectfully Submitted
Sarah Fox, Secretary
Marblehead School Committee

Approved October 1, 2020