

OPEN SESSION MINUTES  
MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT  
SPECIAL SCHOOL COMMITTEE WORKSHOP MEETING  
MAY 26, 2015 PM 7:00 – 9:00 PM  
PAUL REVERE ROOM, MINUTEMAN HIGH SCHOOL

**Present:**

Jeff Stulin, Chair (Needham)	David Horton, Secretary (Lexington)
Carrie Flood, Vice Chair (Concord)	Sharon Antia (Lincoln)
Alice DeLuca (Stow)	Pam Nourse (Acton)
Judy Taylor (Carlisle)	David O'Connor (Bolton)

**Absent:** Ford Spalding (Dover); Cheryl Mahoney (Boxborough); Dave Manjarrez (Sudbury); Mary Ellen Castagno (Wayland); Jack Weis (Belmont); Jennifer Leone (Lancaster); Doug Gillespie (Weston); Sue Sheffler (Arlington)

**Also present:** Ed Bouquillon, Kevin Mahoney, Elizabeth Rozan, Dorothy Presser, MASC

**1. CALL TO ORDER: OPEN SESSION**

The Chair called the meeting to order at 7:05 PM.

**2. WORKSHOP: PROTOCOLS AND BEST PRACTICES FOR EFFECTIVE SCHOOL COMMITTEE MEETINGS, *Dorothy Presser, MASC Field Director***

Ms. Presser led the Committee members in a session related to Protocols and Best Practices for Effective School Committee meetings. Her presentation covered such items as foundational beliefs, objectives for the workshop, assumptions for school committees, goal setting, monitoring progress, focus of meetings, self-governance, professional development, School Committee-Superintendent relations, School Committee and Superintendent roles, and problem areas/pitfalls. She played a clip from a meeting and discussed operating protocols (what they are, what they are not, what they can do, what they cover, and effective use). She offered ideas for a “new landscape and goal setting”, the use of overarching goals, and meeting tools. Her presentation can be found as Attachment A.

Concerns were raised by School Committee members, specifically the complexity of operating while getting a building project underway, and members who, in their estimation, do not support the School Committee as a whole. Side agendas, relationship building, team work, respect for one another, and complexity of some agenda items were discussed. Some specific suggestions were made, namely:

1.
  1. to develop a set of specific protocols by which the School Committee can agree to operate;
  2. to use a strategic yearlong calendar as a guide;
  3. to conduct work through subcommittees; and
  4. to have subcommittees and staff use a template for their presentations, identifying key questions that were considered.

She led the School Committee through two exercises, one focused on hopes/obstacles/agreements, and the other looking at how the School Committee as a whole functions at/between/before meetings. The results of these exercises were discussed. Getting materials in advance of the meeting, understanding what of the packet is critical information that will inform decision-making, using a consent agenda to shorten the meetings, using rules of order to minimize repetitive comments and to move the meeting along, how

School Committee members can help the chair keep discussions focused on the agenda item at hand and sustain the momentum of a meeting, the importance of focusing on what is important for the students, and working around disruptions were some of the highlights of the discussion. The question of reviewing public comments was raised, for possible future resolution.

Sample documents were distributed for consideration (found as Attachments B-F), the possibility of a future workshop or workshops to develop them was mentioned, and there was agreement that Mr. Horton would follow up on next steps at the next School Committee meeting on 6.16.15.

### **3. ADJOURNMENT**

With thanks to Ms. Presser, the meeting was adjourned at 9:10 PM.

Respectfully submitted,

Elizabeth Rozan  
District Assistant

David Horton  
Secretary

#### ATTACHMENTS TO MINUTES OF 5.26.15

- A. Power Point Presentation
- B. What Protocols Cover
- C. Berlin-Boylston Sample Policy on School Committee Norms and Standards
- D. Tewksbury and Lynnfield Sample Protocols
- E. Melrose Sample Guidelines for Presentations
- F. Strategic Plan For School Committee Agenda Items