

Revising agenda: concepts gathered from members/workshop and potential topics for discussion

Melrose School Committee January 26, 2010

Goal: Improving student achievement by focusing efforts on spending more time supporting the education of students in the district while efficiently managing the business of the School Committee.

Meeting Frequency: How many per month? Structured as meetings? Workshops? Public forums? (How do we include as much public communication as possible while respecting the time demands of all and the necessary business outcomes required?)

Are there routine items that we'd like to condense into a "consent agenda" with the clear understanding that any member can pull an item from the consent agenda for discussion? (Approval of minutes? Cafeteria Report?)

Public Participation

- Is it titled correctly (e.g. since it's not a dialogue, are we implying something that we are not intending?) Should we call it "Public Comment"?)
- Should we have one session, or have two shorter sessions, one at the beginning and one at the end of the meeting? Should there be a short session prior to each sub-committee in order to focus comment (and focus members' attention) on agenda items for that sub-committee?

Sub-Committee vs. Full Committee

- How many members do and should sit on a sub-committee to increase the efficiency and effectiveness of the work? (3? All 7? In-between?)
- How do we structure their time allotments between or among meetings? Does it change by the time of year (e.g. more focus on Finance during budget season? More focus on EP&P during spring and fall when educational programs might be proposed/enacted? A more linear and on-going approach to Policy?)
- Who sits where? Should sub-committee Chairs exchange places with the Committee Chair in order for clarity with respect to whom is running the meeting?

Should we have a comprehensive document indicating which votes are needed once (like field trips) and which are needed twice (like policies) so that the Committee and the public understand how structure our business?

Are there district-sanctioned Councils and Task Forces that we would like to participate on in a more formal way, i.e. a Committee member volunteers to participate on the Ed. Task Force, attends meetings and reports back to the full Committee. Other groups might include City Wide PTO, the Tech. Council, Curriculum Council, etc.

Do we wish to set agendas for a set period of months in advance for the purpose of providing an expectation to the Committee and the public regarding our intentions, and then have the expectation that other agenda items will be added in as the Sub-Committee Chairs recommend? Should we continue to use the SC calendar as a basis for agenda-setting with the understanding that changes can and often should be made?

Draft Agenda for Discussion

Meeting 1: 2nd Tuesday of the month

- * Meeting Call –to-Order & Welcome / Pledge
- * Public Comment (20 mins.)
- * Report of Student Representatives (10 mins.)
- * Announcements of Superintendent of Schools (5-15 minutes, depending on amount)
- * Consent Agenda: Query to remove items and then motion to approve (5 minutes)
- * Sub-Committees: EP&P plus one other?
- * Introduction of new business to be addressed at Meeting 2
- * Public Comment (10 mins.)
- * Executive Session (as required)
- * Meeting adjournment

Meeting 2: 4th Tuesday of the month

- * Meeting Call-to-Order & Welcome / Pledge
- * Public Comment (20 mins.)
- * Report of Student Representatives (10 mins.)
- * Announcements of Superintendent of Schools (5-15 minutes, depending on amount)
- * Consent Agenda: Query to remove items and then motion to approve (5 minutes)
- * Sub-Committees: EP&P plus the one not included in 1st meeting?
- * Motions for reconsideration
- * New business offered for immediate consideration
- * Public Comment (10 mins.)
- * Executive Session (as required)
- * Meeting adjournment

Public Forums / Workshops / Topic Meetings and Presentations: As desired