

MEDFIELD SCHOOL COMMITTEE
School Committee Retreat
Warren Conference Center, Ashland, MA
August 11, 2021

PRESENT: Jessica Reilly - Chair
Leo Brehm -Vice-Chair
Timothy Knight - Recording Secretary
Meghan Glenn - Financial Secretary
Anna Mae O'Shea Brooke - Member at Large

ALSO PRESENT: Jeffrey Marsden - Superintendent of Schools
Michael LaFrancesca - Director of Finance and Operations
Maureen Barrett - Substitute Secretary

The School Committee Chair called the Retreat to order at 9:21 a.m. with a Roll Call:

- Leo Brehm - yes
- Timothy Knight -yes
- Meghan Glenn - yes
- Anna Mae O'Shea Brooke - yes
- Timothy Knight -yes

School Committee Roles/Duties

The Committee discussed the different roles and duties for the 2021-2022 school year. Each member discussed specific actionable tasks they would like to move forward substantially or complete by June 30.

- Timothy Knight: Continue with the MASC Policy Project. Work with Ms. O'Shea Brooke to complete the new Committee member Onboarding information handbook
- Meghan Glenn: MASC Policy Project
- Anna Mae O'Shea Brooke: Complete (with Mr. Knight) a New Committee Member Onboarding Information Handbook
- Leo Brehm: Investigate and develop a Data Retention Policy for Committee consideration
- Jessica Reilly: Review and standardize traditional and ad hoc School Committee tasks to develop guidelines for future chairs and members.

The committee also discussed:

- Onboarding members
- Role changes within the Committee.
- Developing a School Committee 5 year timeline to look at goals in line with strategic plan and ensure continuity through changing memberships.

School Committee Short Term/Long Term Goals

The Committee discussed the following goals and objectives for the upcoming school year:

- New Elementary School Project

- Collaborate with the Selectmen, Warrant Committee and Town Administration to define and communicate funding challenges to the town and schools in the short and long term.
- School Committee Communications
 - Continue meetings with a Zoom option and Livestream on Medfield TV YouTube Channel
 - Continuation of district wide ASPEN emails to district staff and families prior to regular committee meetings
 - Utilize technology and multimedia formats for communication platform
 - Explore the development of a School Committee Communications Subcommittee (early to mid 2022), how would this sync with current duties of recording secretary?
- Strategic Plan
 - Review current plan and achieved goals
 - Kick-off January 2022
 - Communications Consultant- is it time to put resources into a position to adjust administrative load at the Central Office?
- Negotiations
 - Custodians, Secretaries and Cafeteria Workers (Sept-Dec)
 - Medfield Teachers Association Units A & B (January)
- Diversity Equity Inclusion (DEI)
 - Discussion of potential hire/need for a DEI Director- possible position share with Medway Public Schools
 - Discussion on methods to support evolving town culture and building community

Massachusetts Association of School Committees(MASC) Policy Project

The following MASC Policy Project updates were shared and discussed by the Committee:

- All of the policies have been sent to MASC
- MASC has reviewed and made their recommendations which have been returned to the Policy Subcommittee
- The Committee discussed the process for revising the policy manual based on the MASC recommendations
- Some policies will need to be reviewed by the Superintendent, Director of Finance and Operations, Director of Student Services, and/or the School Attorney
- MASC Policy Review will be a standing agenda item for School Committee meetings- it may be necessary to use a workshop format to process through large batches if the committee feels that the process is too large to include within the limited number of business meetings
- Final outcome will be a digitized policy manual that is updated and easily navigated and housed by MASC

A motion was made by Ms. Anna Mae O'Shea Brooke, seconded by Ms. Meghan Glenn to adjourn the School Committee Retreat. **The motion passed unanimously.**

The Open Session of the retreat was adjourned at 1:00 p.m. The School Committee announced that it would enter into Executive Session after a 30 min lunch break and not return to Open Session.

Respectfully submitted,
Maureen Barrett
Substitute Secretary

Minutes Approved by School Committee: November 1, 2021