

**Milton School Committee Retreat
Superintendent's Conference Room
June 22, 2010**

Committee Present: Lynda-Lee Sheridan, Chair, Glenn Pavlicek, Vice Chair, Chris Huban, Mary Kelly, Kristan Bagley-Jones and Denis Keohane

Staff Present: Mary Gormley, Superintendent, John Phelan, Assistant Superintendent for Curriculum & Personnel, Matthew Gillis, School Business Administrator

1. Meeting called to order at 5:30 p.m.

2. Approval of June 22, 2010 Agenda

Mrs. Sheridan requested moving #6 on the agenda (Superintendent's Evaluation/forms and comments due to Chair) to after #3 (Open Meeting Law Update). She also added a discussion around security under #10 (Other). She informed the Committee that Kevin Mearn, Town Administrator will arrive at 6:45 p.m. at which time the School Committee Retreat will break for Executive Session. With the Committee's consent, Mrs. Sheridan approved the agenda for June 22, 2010 as amended.

3. Open Meeting Law Update

Mr. Pavlicek presented an overview of the revisions to the Open Meeting Law. *This presentation included information from a recent training session, "Open Meeting Law, Charting the Course"*. Some highlights included:

- The revised Law's definition of deliberation now is more explicit about email.
- When posting meetings, the notice must include the date, time and place of a meeting and a list of topics the chair anticipates discussing (agenda). The posting notice must be accessible to the public 24 hours a day. Also, meetings must be posted 48 hours prior to the meeting and this excludes Saturdays, Sundays and legal holidays.
- The Attorney General's Office now oversees Open Meeting Law Violations.
- During an open meeting, it is possible for members to attend via remote access (such as Skype) and they must be able to hear everything. A physical quorum of four members must be present at any open meeting. Currently, members attending a meeting via remote access cannot participate in voting.
- The Chair must inform attendees if a meeting is being recorded.
- The purposes and procedures for holding executive session are roughly the same. The Chair must first convene open session and vote to enter executive session. A roll call vote is taken and the votes are entered into the minutes. The Chair must state the purpose for executive session, including everything that may be revealed without compromising executive session's purpose. The Chair must announce whether open session will reconvene.
- Professional competence is discussed in open session. The School Committee discussed the impact the Wayland case (District Attorney for the Northern District v. School Committee of Wayland) has on the way a Superintendent's Evaluation must be handled.

- Minutes of an open meeting must state the date, time, place, and members present/absent. The minutes should include a list of all documents used at the meeting. Full copies need not be part of the minutes but are part of the record and must be kept for public access. The question was raised if both an electronic copy and a hard copy had to be kept. Minutes must include a discussion summary of each and every topic, a record of all votes, decisions made and actions taken. Upon request, a draft form or approved minutes must be made available within ten days of request.
- Executive Session minutes have the same content requirement as open session minutes and may be withheld in their entirety or until release no longer defeats the purpose of executive session.

4. Superintendent's Evaluation/forms and comments due to Chair

Mrs. Sheridan stated that School Committee policies CBI, Evaluation of the Superintendent and CBI-E1, Observation Form were included in tonight's packets. As a result of the Wayland case, Committee members agreed that these policies no longer agree with the revised Open Meeting Law.

Motion was made to suspend Policy CBI and CBI-E1 due to the revised Open Meeting Law and to amend policy CBI-EI to include student achievement.

Move: C. Huban

Second: G. Pavlicek

Vote: 6-0-0

With regard to the Superintendent's evaluation, Mr. Pavlicek stated that he would like to have a self-reflection from the Superintendent on how she feels she did with the goals she set last year. Ms. Gormley replied that she could complete this in July. This self-reflection will be distributed to the Committee in advance and reviewed at a School Committee meeting which will be scheduled in July, 2010. At the August 24, 2010 School Committee meeting, the Committee will respond to the Superintendent's self-reflection and in September, 2010 a formal presentation of the Superintendent's evaluation will be made.

Motion was made to enter into Executive Session for the purpose of discussing contract negotiations and to adjourn from Executive Session and to return to Open Session.

By a roll call voice vote, the School Committee voted unanimously to enter into Executive Session for the purpose of discussing contract negotiations and to adjourn from Executive Session and to return to Open Session.

The meeting adjourned at 6:45 p.m.

Open Session resumed at 8:15 p.m.

5. Reflection on School Committee 2009/2010 Goals

Mrs. Sheridan stated that a copy of the School Committee Retreat minutes from last year were included in the packet for this evening. These minutes include a summary of the School Committee goals for 2009/2010. *Please note these minutes can be found on the website @ <http://www.miltonps.org/documents/MicrosoftWord-scmgt062209retreat.pdf>.

The following comments/suggestions were made regarding last year's goals:

- Everyone agreed that the level of communication has been excellent within the school district and with inter-town committees.
- The possibility of consolidating evening activities was explored. Meetings were held with PTOs and the Consolidated Facilities Committee regarding this matter but this was not something that could be achieved. The district continues to explore ways to be more energy efficient.
- Student Achievement is a recurring goal. The Committee discussed getting more data throughout the year and the need for consistent assessment tools.
- A good job was done communicating and achieving the yearly fundraising goal. Information regarding fundraising will continually be communicated to coaches and families.
- The goal of engaging Site Councils moved in the right direction. Mrs. Sheridan pointed out that Site Councils were actively involved in the school improvement plan process. Ms. Kelly feels that Site Councils should have input to budget discussions as well as school improvement plans. With regard to school improvement plans, both the Committee and the Administration agreed that these do not have to be done over every year; they can be tweaked to have the plans be more of a continuum of the prior year.
- Reactivate Academic Review Team – The Committee removed this as a School Committee goal. Mr. Phelan stated that the Math/English/World Language Review Teams reported this year. Reviews for Fine Arts/History will begin this year and the Science Review Team will close out. Mrs. Sheridan requested that a list be provided of all academic review teams and the progress to date. Ms. Gormley stated that she can provide monthly updates at School Committee meetings on the progress of these review teams.
- The goal of reviewing programs that could be moved to clubs still needs to be done.
- With regard to the goal of reviewing the World Language Program for grades K-12, the elementary options were reviewed this year.
- The goal of reviewing the sustainability of the number of programs offered in the Milton Public Schools was not achieved this year.

6. School Committee 2010-2011 Goals

The Committee agreed that last year's list of goals was lengthy and some goals were more academic and should not necessarily be considered School Committee goals. The Committee set the following goals for 2010/2011:

- Complete review of School Choice.
- Look at art, music and health offerings (academic review, process of sustainability of programs)
- Establish measurable academic goals.
- Town-wide look at resources/needs (i.e. Student Resource Officer, security cameras, forums, subcommittees, residency, social workers)

With regard to this year's incidents at Milton High School and Pierce Middle School, Ms. Bagley-Jones stated that this is not just a school issue. Ms. Kelly reported that she touched base with the Chairman of the Board of Selectmen regarding security cameras and Resource Officers. The Chairman of the Board of Selectmen recommends that a letter be written to Chief Wells regarding the priorities for the school system.

8. School Committee 2010-2011 Draft Calendar

- No dates were available for the Committee to meet in July.
- A meeting was added for August 10, 2010.
- Vote line item budget was moved to August 24, 2010 meeting.
- The Superintendent's Evaluation was added to the September 7, 2010 meeting along with the Superintendent's goals.
- School Committee goals will be presented September 21, 2010.

9. Special Town Meeting – proposed September 20, 2010 date

Mrs. Sheridan requested that the Finance Subcommittee discuss any potential matters the School Department may want addressed at the Special Town Meeting.

10. Security

The Committee and the Administration discussed using monies from the operational budget to fund the security cameras for Milton High School. The Committee and the Administration agreed that it would be beneficial to provide security cameras for Pierce Middle School as well.

Motion was made to authorize the use of up to \$200,000 from the operational budget to fund security cameras at Milton High School and Pierce Middle School.

Move: C. Huban

Second: M. Kelly

Vote: 6-0-0

Motion was made to adjourn.

Move: C. Huban

Second: K. Bagley-Jones

Vote: 6-0-0

The meeting adjourned at 9:30 p.m.