

**Framingham School Committee**  
**Temporary Subcommittee on Rules and**  
**Administration**  
**Recommendations Report**  
**February 7, 2024**



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# 1. Background

The Temporary School Committee Subcommittee on Rules and Administration was created on January 3, 2018, re-established in 2020 and 2022, with their results reported on February 2,, 2022. The subcommittee was reestablished on January 3, 2024 as directed by the School Committee Chair. The full text of the directive may be found in Appendix A.

This subcommittee shall be reestablished at the beginning of each new School Committee term. At the end of each two year term, the subcommittee structure shall not expire, and shall remain in place temporarily while the Rules & Administration Subcommittee's work remains pending.

The subcommittee is charged with making recommendations for the following:

1. The School Committee's Meeting Schedule
2. Agenda Framework for School Committee Meetings
3. Identification of the Schools and Organizations for School Committee Liaisons
4. Recommend Potential Subcommittee(s) of the School Committee
5. Recommend a Schedule and Topics for School Committee Member Professional Development Sessions
6. Draft a Standard for Written Reports to the School Committee from the Superintendent and his Senior Staff

The set of recommendations follows, with the detailed directive for each topic included for clarity.

## **2. 2024 Meeting Schedule**

### **Guidance from the Chair**

*The Subcommittee shall review the previous School Committee's Detailed Calendar and Year Long Agenda Review documents. The Subcommittee shall work directly with the Superintendent and/or his designee(s) and make recommendations to schedule at least the following items:*

- *Two School Committee meetings per month, avoiding school vacation weeks and avoiding the City Council's plan to meet on the first and third Tuesday of the month*
- *Two budget workshops requested by the Superintendent in February*
- *A tentative date for the public hearing on the annual budget (FPS Policy DBG - should occur at least one meeting prior to the vote on the budget which is required to be sent to the Mayor 21 days before the Mayor's submission to City Council)*
- *A schedule for handbooks to be presented for each school (FPS Policy CHCA approval required before publication). An in depth review of the handbooks will take place in the Teaching and Learning Subcommittee with an overview review and vote at a full School Committee meeting.*
- *Annual required votes (FPS Policies JFAB and JFBB required before June 1st)*
- *A schedule to meet at regularly scheduled School Committee meetings "at least once every other month while school is in session with its student advisory committee" (FPS Policy JIB)*

### **Recommendations**

#### **Recurring School Committee Meetings**

It is recommended that the full School Committee meet on the 1st and 3rd Wednesday of the month as a recurring schedule. Although not scheduled at this time, it is also recommended that School Committee members set aside alternate Wednesday nights (to the extent they are able) for subcommittee meetings or workshops as needed.

It is recommended that at least twice a year, including once during budget season, the School Committee meet with the state and federal legislative representatives, as so much state and federal action affects education, student health and wellness, student job prospects and climate change as it may have its greatest effects on our students of today.

It is recommended that as part of the budget process, there be at least one joint meeting of the Finance & Operations Subcommittee with the Council Finance Subcommittee held prior to the district finalizing its annual budget for submission to the Mayor.

A full long-term agenda with proposed School Committee meeting dates is included in Appendix B.

### **3. Schools and Organizations for School Committee Liaisons**

#### **Guidance from the Chair**

*The subcommittee shall review the previous School Committee's list and make recommendations for which schools and organizations for liaisons to be assigned. The subcommittee shall not recommend members for each school or organization, as that will be done in a future action. The subcommittee shall draft a description of the role of each liaison by utilizing text from existing policy and/or a previous Rules and Administration Report, or if none exists, create language on the role for each position.*

#### **Recommendations**

The Subcommittee recommends that School Committee liaisons be assigned to:

- All school PTOS, with at least 1 School Committee member assigned to each PTO
- MASC Legislative Liaison / Delegate Assembly Resolution Task Force
- TEC Board of Directors
- FPS District Wellness Committee
- Special Education Parent Advisory Committee
- Bilingual Parent Advisory Committee
- Dual Language Parent Advisory Committee
- FHS Student Advisory Committee
- Framingham Youth Council
- Charter Committee (when in action)

In addition based on Mayor's Executive Orders there are appointees to the following committees/taskforce:

- Community Center Advisory Committee
- Food Composting Taskforce
- School Building Committee

It is also recommended that all School Committee members tour each school building.

Descriptions of these groups/roles are as follows:

**All Framingham Public School PTOS including the BLOCKS Preschool and the Thayer Campus of FHS Liaisons** are typically invited, but not obligated, to attend events at the school including PTO meetings and special events throughout the year. These appointments are made by the Chair at the

beginning of a term.

### **MASC Legislative Liaison / Delegate Assembly Resolution Task Force**

The School Committee Legislative Liaison is the School Committee's representative to the Massachusetts Association of School Committees (MASC). The MASC Legislative Liaison informs the School Committee of any legislative updates that can affect our district; advocates to local and state authority on behalf of legislation that will enhance education in the Framingham Public Schools; and meets regularly with Framingham's legislative delegation. The MASC Legislative Liaison participates in lobbying efforts at the State House; stays informed on district data to support legislation; provides oral and written testimony at public hearings on proposed legislation; and attends the annual MASC Day on the Hill. The MASC Legislative Liaison helps write resolutions for the annual MASC Delegate Assembly and, if elected, attends the MASC Delegate Assembly as a voting delegate. The MASC Legislative Liaison works with fellow School Committee colleagues and community members to advocate effectively for public education in Framingham. This is assigned by a full School Committee vote prior to the MASC Annual Conference.

### **The Education Cooperative (TEC) Board of Directors**

The Education Cooperative (TEC) has been working diligently to improve education in communities throughout Massachusetts since 1980. Over the years, TEC has evolved and increased their services to provide efficient and cost-effective solutions that suit the ever-changing needs of its member districts and the education community as a whole. TEC's services include: professional development & licensure, a continuum of special education programs, internship opportunities, cooperative purchasing, alternative schools, an online academy, and other resources that enhance the goals of educators, administrators, and students. The TEC Board of Directors consists of Superintendents and School Committee members drawn from affiliate towns and cities. The Framingham School Committee representative is a voting member. The liaisons are voted on by the full School Committee every Spring for the following school year.

### **District Wellness Committee**

In the spring of 2013, the district formed a 4-year collaboration with the Alliance for a Healthier Generation, a program founded by the American Heart Association and the William J. Clinton Foundation. The Alliance's goals are to stop the nationwide increase in childhood obesity and to inspire our students to develop lifelong healthy habits. Each school in the district signed a commitment to work with the Alliance to promote wellness initiatives. Each school formed wellness teams. A District Wellness Team with representation from each school as well as several community participants was also formed. This appointment is made by the Chair at the beginning of a term.

### **Framingham Special Education Parent Advisory Council**

The Framingham Special Education Parent Advisory Council (F-SEPAC) is mandated by Massachusetts Law. F-SEPAC is run by volunteer parents and is a district-wide resource and support to parents and

guardians of children with special needs. MGL, Section 71B, Section 3 states that “The school committee of any city, town, or school district shall establish a parent advisory council on special education. Membership shall be offered to all parents of children with disabilities and other interested parties. The parent advisory council duties shall include but not be limited to: advising the school committee on matters that pertain to the education and safety of students with disabilities; meeting regularly with school officials to participate in the planning, development and evaluation of the school committee's special education programs. The parent advisory council shall establish by-laws regarding officers and operational procedures. In the course of its duties under this section, the parent advisory council shall receive assistance from the school committee without charge, upon reasonable notice, and subject to the availability of staff and resources.” This appointment is made by the Chair at the beginning of a term.

### **Framingham Bilingual Parent Advisory Council Liaison**

The Framingham Bilingual Parent Advisory Council (F-BPAC) is created and led by parents whose children attend Bilingual Education Programs within the Framingham Public Schools. F-BPAC promotes the education and integration of students who speak different languages with a focus on ensuring quality of education, socialization, and cultural interaction. F-BPAC seeks to serve as a united voice for students who are learning English as a second language and their families. Per the “LOOK Bill” (S.2395) “A school district operating a language acquisition program for English learners serving more than 100 English learners or in which English learners are more than 5 percent of the district’s student population, whichever is less, shall establish an English learner parent advisory council. The Parent Advisory Council shall be composed of parents or legal guardians of students who are or have been identified as English learners. The duties of the Parent Advisory Council shall include, but not be limited to: advising the school district, school committee or board of trustees on matters that pertain to English learners; meeting regularly with school officials to participate in the planning and development of programs designed to improve educational opportunities for English learners; and participating in the review of school or district improvement plans established under section 59C of chapter 71 as they relate to English learners. A parent advisory council may meet at least once annually with each school council within the school district or the board of trustees of the charter school. The Parent Advisory Council shall establish by-laws regarding officers and operational procedures. In the course of its duties under this section, the parent advisory council shall receive assistance from the director of language acquisition programs for the school district or other appropriate school personnel as designated by the superintendent.” This appointment is made by the Chair at the beginning of a term.

### **Dual Language Parents Advisory Committee**

The mission of the Framingham Public School Dual Language Family Advisory Council is to create a district-wide parent organization that ensures our Dual Language families have an organized voice and meaningful role as partners in their child's/children’s education. This appointment is made by the Chair at the beginning of a term.

### **FHS Student Advisory Committee**

The FHS Student Advisory Committee is a body of 5 students elected by the students at Framingham

High School. Under MGL Ch 71 Section 38M, “School committees of cities, towns and regional school districts shall meet at least once every other month, during the months school is in session, with a student advisory committee to consist of five members to be composed of students elected by the student body of the high school or high schools in each city, town or regional school district. The members of such student advisory committees shall, by majority vote prior to the first day of June in each year elect from their number a chairperson who shall serve for a term of one year. Said chairperson shall be an ex-officio, non-voting member of the school committee, without the right to attend executive sessions unless such right is expressly granted by the individual school committee. Said chairperson shall be subject to all School Committee rules and regulations and shall serve without compensation.” This appointment is made by the Chair at the beginning of a term.

### **Framingham Youth Council**

The Youth Council will comprise of 13 young people (one from each of Framingham’s nine districts nominated by the City Council; two nominated by City Councilors at large; and two nominated by the Mayor) who are 13-22 years old. The Youth Council will serve as an entry to local government, report to the City Council and also will make recommendations to the Mayor and School Committee if requested. Their roles and responsibilities include: evaluating and reviewing issues facing youth in the City, Representing youth in the City of Framingham, and advising elected officials and other policy makers regarding matters of interest or concern to young people, Providing information to and advocating before public entities including the mayor, municipal government, state government, federal government, police, school districts, and high education institutions, in support of young people in the City of Framingham, providing a structure for all young people in Framingham to learn the value of civic participation and thereby encouraging lifelong participatory residents, offering policy recommendations on issues affecting and of interest to young people, and engaging with young people in Framingham to informing them of opportunities and listening to their suggestions regarding how the community can better serve its residents. This appointment is made by the Chair at the beginning of a term.

### **Charter Committee** *(when in action)*

According to the City's Charter, it is mandated that in May of every year ending in 3, a Charter Review Committee be appointed. This committee's purpose is to thoroughly examine the Framingham Home Rule Charter and submit a report containing their recommendations for potential changes to be presented to the voters. To ensure impartiality, all members of the committee must be registered voters of the municipality, but they cannot hold elected or appointed positions or be employees of the municipality. The Committee is comprised of 11 members – five individuals appointed by Mayor Charlie Sisitsky, three members appointed by the City Council, and three members appointed by the School Committee. The Committee has been assigned the task of conducting a public hearing and submitting their comprehensive report of recommendations to the City Council no later than May 1, 2024. Subsequently, as per the Charter, the City Council is required to include the committee's recommendations on its agenda for action before June 15, 2024.

### **Community Center Advisory Committee**

City of Framingham Mayor Charlie Sisitsky signed an executive order for the Creation of Mayoral Framingham Community Center Advisory Committee that reads as: WHEREAS: The City of Framingham purchased the former Marian High School property on Union Avenue, with the purpose of



redeveloping it into a city-wide community center; WHEREAS: The City of Framingham is in need for a performing arts space and the former high school has a 750-seat theatre; WHEREAS: Artists in the City of Framingham lost space when the former Danforth Building and the Bancroft Buildings closed; WHEREAS: Youth programs have been seeking affordable space for programs, and Marian High has a full-size basketball court. WHEREAS: The City of Framingham is in need of a community pool; and there is the potential for one to be constructed at the former Marian campus WHEREAS: Many organizations in the City are seeking collaborative space for programs that serve the diverse community of the City of Framingham. One member of the School Committee is part of this committee and appointed by vote of the School Committee.

### **Food Composting Taskforce:**

City of Framingham Mayor Charlie Sisitsky signed an executive order for the Creation of Mayoral Food Composting Task Force that reads as: WHEREAS: Composting could reduce the amount of trash in a landfill and reduces the costs and carbon emissions it takes to haul and process trash. WHEREAS: Food scraps and yard waste currently make up 20 to 30 percent of what Americans throw away WHEREAS: Food waste is a growing problem in the Commonwealth of Massachusetts and in the City of Framingham. WHEREAS: About 33% of the food produced worldwide never makes it to the table and ends up as waste, occupying around 25% of our world's ever-shrinking landfills. WHEREAS: Composting can be environmental-friendly, by replenishing the nutrients in soil and restoring fertility in land that has been depleted. WHEREAS: Composting enriches soil, helping retain moisture and suppress plant diseases and pests. WHEREAS: Composting can help prevent topsoil erosion by allowing the soil to absorb more water during heavy rainfalls and by fostering robust plant growth. In fact, one study found the application of compost helped to reduce soil loss by 86 percent. WHEREAS: Less than 500 of the City of Framingham's 31,500 households participate in a private composting program, the City wants to explore options for a more robust composting program within the City. One member of the School Committee is part of this committee and appointed by vote of the School Committee.

### **School Building Committee**

City of Framingham Mayor Charlie Sisitsky signed an executive order to create a 13-member Framingham School Building Committee. The City of Framingham is looking to replace Hemenway Elementary School on Water Street, built in 1961. The existing facility is insufficient for the enrollment and curriculum of the Framingham Public Schools, and the existing building's scale and orientation of spaces are outdated and unable to properly adapt to the needs of contemporary school. The City of Framingham hired architects to perform a pre-feasibility study for the expansion or replacement of the existing Hemenway Elementary School. This pre-feasibility study delved into the existing building and site, and also expanded to looking at options for a new site. The Framingham School Committee and the Framingham City Council, earlier this year, authorized the Mayor, to enter into negotiations with the owners of property on Bethany Road for a potential site for a new school. The Massachusetts School Building Authority ("MSBA"), states that the municipality, ". . . shall formulate a school building committee for the purpose of generally monitoring the Application process and to advise the Eligible Applicant during the construction of an Approved Project." Three members of the School Committee are part of this committee and appointed by vote of the School Committee.

## **4. Subcommittees of the School Committee**

### **Guidance from the Chair**

*The subcommittee shall make recommendations on which, if any, subcommittees shall be continued and/or established. This subcommittee shall not recommend members for each potential subcommittee, as that will be done in a future action.*

### **Recommendations**

#### **Recommended Subcommittees**

The approach to subcommittees is that they should reflect the major areas of interest and action for the School Committee. They provide a mechanism for productive, cooperative work with FPS administration and staff which is much easier than would be the case if the entire School Committee had to engage as a body. The subcommittees should be consistent with the principal goals of the School Committee, the superintendent and the FPS system as a whole. Subcommittees should meet at least quarterly. It is recommended that subcommittees develop their own long term agendas aligned with the full Committee's approved goals to provide members and administration with dates to plan on and some of the known topics scheduled, with the understanding that dates and topics may change or be added. It is also recommended that for Subcommittees who may overlap communicate through some kind of encounter (phone, email, meeting) at least quarterly with the two Subcommittee Chairs, the School Committee Chair, and Superintendent for cross collaboration.

The list of recommended subcommittees is:

- Policy
- Finance & Operations
- Buildings, Grounds, Sustainability & Environment
- Teaching & Learning
- Diversity, Equity, and Inclusion
- Health & Wellness

**Policy** - This subcommittee shall work with the FPS administration to develop and recommend new and revised policies, including communication and the website, to the full School Committee, and shall be responsible for making sure that our online policy manual is updated. This is a standing subcommittee. During the Policy portion of full School Committee meetings, the Chair of the Policy Subcommittee will preside over the meeting.

**Finance & Operations** - This subcommittee shall work, as appropriate, with the FPS administration, the City Council and municipal leadership (including but not limited to the CFO) to develop standardized, comprehensive, timely financial reporting that allows the School Committee to have a complete understanding of the financial performance of the district in all appropriate areas, so it can ensure that the budget is properly managed throughout the financial year. This reporting should include multi-year projections to support sound planning. The subcommittee shall work to ensure that the full School Committee receives financial reporting on at least a monthly basis, as prescribed by policy DI, which asserts that:

*“It is the responsibility of the Superintendent to ensure that the School Committee is well informed on budgetary and financial matters. The school administration shall furnish to the School Committee a monthly budget report indicating the current status, including unexpended funds, in each budgetary classification; with a report to be made at budget preparation time of an analysis of predicted year-end unexpended funds and cost overruns in each budgetary classification. It is the responsibility of the Superintendent to inform the School Committee as to any surplus funds as the end of the fiscal year approaches.”*

Each year the subcommittee shall review the current fiscal year budget book and make recommendations as appropriate for any improvements needed for the upcoming fiscal year budget book. The subcommittee may take up other financial matters referred to it by the School Committee Chair or the full School Committee. The subcommittee shall also be responsible for developing appropriate reporting standards by FPS on food services and transportation. This is a standing subcommittee.

**Buildings, Grounds, Sustainability & Environment** - This subcommittee shall work with the FPS administration to develop reporting on the state of FPS buildings and grounds, including ongoing maintenance and repairs, develop long-term plans and proposals for building renovations and replacements and to advise the Buildings & Grounds Department on facilities planning, capital projects and related issues. The subcommittee shall also perform a review of Capital Budget requests before they are presented to the full School Committee. Lastly, the subcommittee shall work with the FPS leadership, and, when appropriate with the Planning Board and Zoning Board of Appeals, to evaluate projected student enrollment both at the district level and on a school by school basis based on future residential development, and ensure that both short term and long term plans are developed to ensure that school system capacity meets our student population needs. This subcommittee shall be guided by all School Improvement Plans to ensure consistency in handling needed building improvements. This subcommittee shall work with FPS administration, staff and student governance and other student organizations, to develop reporting on environmental and sustainability issues and to make appropriate recommendations to the full School Committee. Areas included in the scope for this subcommittee include, but are not limited to: municipal aggregation; rooftop solar panel installations; solar parking lots; wind power installations; heat pump HVAC systems; charging

stations; school district energy management; paper use reduction; trash handling; recycling; composting; tree planting; garden installations; severe weather mitigation; building water runoff use; support of related student STEM projects; support of related curriculum electives; virtual presence meetings etc. It is clear that our students' future depends not only on education, but on the measures we take to ensure that the physical world they live in will be protected from extremes of climate change and the other myriad effects of global warming, including the 6th extinction. It has become clear that environment and sustainability needs to be an elevated focus of the School Committee. Also, creation of this subcommittee aligns with citywide efforts, such as general sustainability operations, climate change and hazard planning, including the Municipal Vulnerability and Preparedness planning process which is aimed at climate change resiliency. It also aligns with state action on climate change.

**Teaching and Learning** - This subcommittee shall work with the Office of Teaching and Learning and other FPS administrators as needed to develop and/or refine reporting that addresses various aspects of student outcomes, with a focus on student achievement and accountability. This reporting shall include, but not be limited to:

- course availability and placement
- performance on standardized testing
- student attendance
- conduct and discipline
- graduation and post-secondary success
- expansion of Framingham Public School programs that impact curriculum and learning
- Handbooks and School Improvement Plans prior to full committee meetings

This reporting shall include all cohorts of students (e.g. General Education, Special Education, English Learners (ELs), Dual Language Learners, Gifted and Talented (SAGE), etc.). These reports shall be analyzed by the subcommittee and administration on a regular basis so that the administrators can determine actions to be taken by the administration and the subcommittee members can determine recommended actions to be considered by the full School Committee.

**Diversity, Equity, & Inclusion** - This committee will seek to address questions of equity raised in the community and brought forth by members of the full School Committee and the administration. Issues of curriculum, hiring, policy and professional development through an equity lens will be addressed by this subcommittee and reported back to the full School Committee in order to ensure a more balanced and equitable system that will lead us to greater outcomes for ALL students, teachers, administrators and parents within FPS. Work with the FPS administration to review the output from the equity audit and determine next steps for anti-racist practices.

**Health & Wellness** - This subcommittee shall work with FPS administration, staff and student governance and other student organizations, to develop reporting on student and staff physical,

social and emotional health and wellness and to make appropriate recommendations to the full School Committee. Areas included in the scope for this subcommittee include, but are not limited to: vaping; alcohol use; smoking; other drug or substance use; nutrition, physical activities- including sports activities of all kinds, including varsity, junior varsity and intramural sports; transportation, including alignment with student schedules; facilities; threats presented by Eastern Equine Encephalitis (EEE) and COVID-19, stressors and stress management; homework loads; alignment of school start times with student biorhythms; absenteeism; classroom environment etc.

Across all subcommittees, it is generally recommended that:

- The School Committee Chair appoints 3-4 members to each of the subcommittees listed above.
- The School Committee Chair appoints one individual to serve as the Chair of each subcommittee and the subcommittee fills other roles as needed, such as Vice Chair.
- The School Committee Chair makes subcommittee appointments in a way that balances interest and experience of School Committee members and reflects the diversity of our community and our School Committee.
- Subcommittees leverage available data for making decisions, examine relevant data to understand how we are performing in their area of responsibility, and request additional new data as needed to carry out its charge.
- Subcommittee members shall be surveyed/consulted before meeting dates are set. While ultimately it is the Subcommittee Chair's decision on when to schedule a meeting, Subcommittee Chairs may not post meeting agendas for dates/times where it is known that no quorum is expected.
- Materials for subcommittee meetings should be available to members at least two business days prior to the meeting.

## **Bargaining Teams**

It is recommended that the Chair assign at least one but no more than three School Committee members to the “Bargaining Team” for each of the bargaining units where liaisons are deemed needed. Those units are:

- Unit A - Members of the Unit A Collective Bargaining Unit are classroom teachers or teachers of remedial or special education, including all department heads, professional personnel serving pupils directly in a counseling capacity, nurses, occupational therapists, physical therapists, school psychologists, coaches of athletics, partnership and part time teachers, school librarians, academic coaches, but excluding substitute teachers and all other employees of the School Department.
- Unit B - Members covered by the Unit B collective bargaining agreement are school administrators, specified central office administrators and coordinators. Please note that not all administrative positions are covered by this collective bargaining agreement. Administrative positions not in the contract are governed by School Committee Policy.
- Unit C - Members covered by the Unit C collective bargaining agreement are all custodial and maintenance staff.
- Unit N - Members covered by the Unit N collective bargaining agreement are all food service staff.
- Unit S - Members of the Unit S Collective Bargaining Unit are all twelve-month, ten-month, and regular part time administrative support employees including the following job titles: Secretary, Administrative Secretary, Executive Secretary, Officer Manager, Accounts Payable Specialist, Payroll Specialist, Head Accounts Payable Specialist, Head Payroll Specialist, Food Services Specialist, Head Food Services Specialist; and excluding the following: Administrative Assistant to Superintendent, Secretary to Superintendent, School Accountant, School Committee Secretary, Special Education Comptroller, and Administrative Secretary to the Head of Human Resources. During the term of this Agreement, the aforementioned titles will be reclassified as follows: District Level Executive Assistant, District Level Administrative Analyst, Office Manager, District Level Administrative Specialist, District Level Administrative Assistant and Assistant Office Manager, provided the following shall be excluded: the Executive Assistant to the Superintendent of Schools, the Executive Assistant for the Assistant Superintendent of Human Resources, the Executive Assistant to the School Committee, and the Special Education Comptroller, as well as all casual and temporary employees and all other employees of School Committee.
- Unit T - Members of the Unit T collective bargaining agreement are all Special Education Aides, Classroom Aides, Special Education Assistant Teachers, Language Program Assistant Teachers, Language Program Aides, Library Assistants, and Interventionists and current Interventionist Teachers.

## **5. Agenda Framework for School Committee Meetings**

### **Guidance from the Chair**

*The subcommittee shall review the School Committee meeting agendas from the previous few months and shall recommend either keeping the same framework or making minor changes. This framework shall serve as the template for future meetings. The Chair and/or Subcommittee Chairs may share any information prior to the meeting that they deem relevant for agenda items for all members to have for review.*

### **Recommendations**

#### **Agenda Structure**

It is recommended that meeting agendas be structured as follows, with expected times for discussion noted next to each major item:

1. Call to Order
2. Announcements from the Chair
3. Public Comment
4. Mayor's Report
5. Remarks from the FHS Student Advisory Committee
6. Superintendent's Report
  - a. Student Achievement Feature (Quarterly)
7. Executive Director of Finance & Operations Report
  - a. Current Fiscal and Operating Budget
  - b. Transportation (Second Meeting of Each Month)
8. Relevant Business according to Long Term Agenda
9. Subcommittee Reports
  - a. Finance and Operations (includes Bills & Payroll)
  - b. \*Policy
  - c. \*Buildings Grounds, Sustainability, and Environment
  - d. \*Teaching and Learning
  - e. \*Equity, Inclusion, and Diversity
  - f. \*Health and Wellness
10. \*Other Business
11. Approval of Minutes
12. \*Approval of Grants/Gifts

13. \* Additional Public Comment (at the discretion of the Chair)
14. Adjournment
- 15.

### **Notes**

1. The point of the above structure is not to have every item at every meeting, but to ensure that, if we believe these are our major areas of interest and action, they appear on a regular basis in our meeting agendas.
2. All of the items denoted by \* are ones which may or may not appear at any given meeting. The other items recur at all meetings.
3. During the Policy portion of the meeting, the Chair of the Policy Subcommittee will preside over the meeting.
4. When Department Heads or other guests are present, consideration of an earlier time in the agenda will be given in respect of their time.
5. A Recess/Break may be included at the Chair's discretion and agreement of members.



## **6. Schedule and Topics for School Committee Member Professional Development**

### **Guidance from the Chair**

*The School Committee will plan specific in-service activities designed to assist Committee members in their efforts to improve their skills as members of a policymaking body in order to expand their knowledge about trends, issues, and new ideas. This subcommittee shall recommend topics for professional development sessions in 2024. To control both the investment of time and funds necessary to implement this policy, the subcommittee shall keep in mind fiscal responsibility and other constraints as outlined in School Committee Policy BIBA.*

### **Recommendations**

1. New members are recommended to read Nancy Walser's book: "The Essential School Board Book"
2. Annual MASC Conference
3. Additional MASC seminars, division meetings and other events as scheduled.
4. Team building workshops as appropriate
5. Training on Google Apps Suite
6. Title IX Training
7. Anti-Racist Training

## **7. Standard for Written Reports to the School Committee**

### **Guidance from the Chair**

*The Subcommittee shall work directly with the Superintendent and/or his designee(s) and make recommendations to the full Committee on the types and schedule for written reports to the School Committee. The recommendations shall include language on steps to be taken to improve the School Committee website in order to post written reports in a better fashion to ensure accessibility by the public. The subcommittee can also consider how to improve reporting at meetings and/or website posts on School Committee specific data and activities.*

### **Recommendations**

#### **Types of Reporting and Frequency**

- Updates from Superintendent
  - Reported at each meeting of the School Committee
- Financial Reporting
  - Reported in full on a monthly basis (in format to be developed by the Finance Subcommittee), with updates quarterly and as needed , such as Food Services & Transportation, Year to Date Budget.
  - Transportation Report: As defined by the Finance & Operations Subcommittee, the District shall submit a transportation report monthly at the second meeting of each month between November and June of each year.
- Generally, subcommittees will work with the FPS administration to arrive at the kind of reporting and frequency which makes sense for the subcommittee's area of focus. This will include any Department updates to report on any needed action items or important items that need to be reviewed by the full committee, rather than just a general overview.

#### **Content/Format of Reports**

Since all presentations and other materials given to the School Committee are publicly available and reflect on both the School Committee and the Framingham Public Schools, it is recommended that:

- Reports from the Superintendent and his staff are provided in writing as documents in the meeting packet so that they can be reviewed ahead of time by the School Committee and so that they are more easily referenced in the future. The provision of reports in this manner also provides an opportunity for the School Committee to submit questions by email to the appropriate person prior to the relevant meeting.
- Presentations and other reports are concise but complete.

- Documents, spreadsheets, presentations and other written materials use consistent and professional templates.
- Posted documents should be in PDF format
- If reports are lengthy, they should include an index and executive summary.
- Verbal presentations should summarize and supplement written materials - not simply reiterate the underlying materials.
- Documents utilized at School Committee meetings need to be readable and accessible to all watching on TV and in the meeting room.
- Major reports should be easily accessible through a new Major Reports link added to the School Committee section of the district website.

### **Timeline/Workflow for Meeting Materials**

- Reports and other meeting materials will be due to the School Committee executive assistant by the Thursday prior to the meeting at which the material will be reviewed
  - After noon three days prior to the meeting, new or updated materials will only be accepted with the consent of the School Committee chair.
  - Except under emergency circumstances and with the consent of the School Committee chair and a majority of the voting members, new or updated meeting materials will not be accepted within 24 hours of the meeting.
- No later than the end of the business day three days prior to the School Committee meeting, the agenda and all supporting documentation will be distributed as follows:
  - All documents will be added to the Google Team Drive in a folder designated for that meeting, with notification provided to the School Committee.
  - All documents will be uploaded to the FPS web site
  - The agenda (which includes a link to the meeting materials) will be sent to the City Clerk's office for posting.
- Alternative methods to be made available to the public:
  - If you need reasonable accommodations in order to participate in the meeting, contact the FPS Office of Equity, Belonging, and Community Engagement at 508-782-6172 or [apope@framingham.k12.ma.us](mailto:apope@framingham.k12.ma.us) in advance of the meeting. While the Framingham Public Schools will do its best to accommodate you, certain accommodations require the hiring of outside contractors who may not be available if requested immediately before the meeting. Alternate formats of meeting materials

## **Appendix A - Guiding Directive from the Chair**

### ***Creation of a Temporary School Committee Subcommittee on Rules and Administration January 3, 2024***

*As authorized by the City Charter and School Committee Policy, the Chair is directing the re-establishment of a Temporary School Committee Subcommittee on Rules and Administration. This Subcommittee shall be chaired by David Gordon and also includes Jennifer Moshe, Adam Freudberg, and Valerie Ottaviani. Mr. Gordon is the lead convener to finalize a date with the other members and the Superintendent and posting the meeting for the public.*

*This Subcommittee's purview is to make recommendations for:*

- 1. The School Committee's 2024 Meeting Schedule*
- 2. Agenda Framework for School Committee Meetings*
- 3. Identification of the Schools and Organizations for School Committee Liaisons*
- 4. Recommend Potential Subcommittee(s) of the School Committee*
- 5. Recommend a Schedule and Topics for School Committee Member Professional Development Sessions*
- 6. Update the Standard for Written Reports to the School Committee from the Superintendent and his Senior Staff*

*The Subcommittee will seek feedback from all members on the outlined topics. The Subcommittee shall hold at least one public meeting before reporting back to the full School Committee with written recommendations for discussion at the School Committee meeting scheduled for Wednesday February 7, 2022. At that time the subcommittee shall dissolve unless extended by the chair or full committee.*

#### **Meeting Schedule**

*The Subcommittee shall review the previous School Committee's Detailed Calendar and Year Long Agenda Review documents. The Subcommittee shall work directly with the Superintendent and/or his designee(s) and make recommendations to schedule at least the following items:*

- Two School Committee meetings per month, avoiding school vacation weeks and avoiding the City Council's plan to meet on the first and third Tuesday of the month*
- Two budget workshops requested by the Superintendent in February*

- *A tentative date for the public hearing on the annual budget (FPS Policy DBG)*
- *A schedule for handbooks to be presented). An in depth review of the handbooks will take place in the Teaching and Learning Subcommittee with an overview review and vote at a full School Committee meeting.*
- *Annual required votes (FPS Policies JFAB and JFBB required before June 1st)*
- *A schedule to meet at regularly scheduled School Committee meetings, “at least once every other month while school is in session with its student advisory committee” (FPS Policy JIB)*

**Agenda Framework for School Committee Meetings**

*The subcommittee shall review the School Committee meeting agendas from the previous few months and shall recommend either keeping the same framework or making minor changes. This framework shall serve as the template for future meetings.*

**Identify the Schools and Organizations for School Committee Liaisons**

*The subcommittee shall review the previous School Committee’s list and make recommendations for which schools and organizations for liaisons to be assigned. The subcommittee shall not recommend members for each school or organization, as that will be done in a future action. The subcommittee shall draft a description of the role of each liaison by utilizing text from existing policy and/or a previous Rules and Administration Report, or if none exists, create language on the role for each position.*

**Recommend Potential Subcommittee(s)**

*The subcommittee shall make recommendations on which, if any, subcommittees shall be continued and/or established. This subcommittee shall not recommend members for each potential subcommittee, as that will be done in a future action.*

**Recommend a Schedule and Topics for School Committee Member Professional Development Sessions**

*The School Committee will plan specific in-service activities designed to assist Committee members in their efforts to improve their skills as members of a policymaking body in order to expand their knowledge about trends, issues, and new ideas. This subcommittee shall recommend topics for professional development sessions in 2024. To control both the investment of time and funds necessary to implement this policy, the subcommittee shall keep in mind fiscal responsibility and other constraints as outlined in School Committee Policy BIBA.*

**Draft a Standard for Written Reports to the School Committee from the Superintendent and Senior Staff**

*The Subcommittee shall work directly with the Superintendent and/or his designee(s) and make recommendations to the full Committee on the types and schedule for written reports to the School Committee. The recommendations shall include language on steps to be taken to improve*

*the School Committee website in order to post written reports in a better fashion to ensure accessibility by the public.*

# Appendix B - Draft Meeting Schedule and Long-Term Agenda

*Subject to Change*

*All meetings are in the Blumer Room at the Memorial Building or via Zoom, unless otherwise posted and noted, for the public in accordance with Commonwealth of Massachusetts Actions Suspending Certain Provisions of the Open Meeting Law G.L. c. 30A, Section 20.*

*All meetings have public participation, Subcommittee Reports, as well as a Superintendent's Update portion which includes Budget Status, and approximately monthly there is a Student Achievement related topic featured.*

*This long-term agenda was developed by adding all items required by law and policy, a review of all 2023 agendas, compliance with the Rules and Administration Report, member requests, and efficiency.*

*All meeting materials shall be available on the School Committee's website three business days before the meeting.*

## **February 28 (due to February vacation)**

- Presentation and First Reading of the 2024-2025 School Year Calendar
- Summer Programming Review (Policy IHCA)
- FY25 Budget Discussions
  - Annual Fee Reviews: Bus Fee (Policies EEAA and JQ), Athletic Fee (Policy JQ) and FHS Parking Fee (Policy JQ and Regulation JQ-R-3), Pre-K Fees
- Potential Conversation on the Updated School Committee's Goals for the 2024 Term
- Annual Evaluation of the School Committee's Executive Assistant

## **March 6**

- Second Reading and Vote to Finalize the FPS Proposed 2024-25 School Year Calendar
- Executive Session Redaction Review
- FY25 Budget Discussions
  - Current FY25 Proposed Budget
  - Budget Drivers
  - New Position Review

- School Committee Department Budget, including the Annual Review of School Committee Memberships and Subscriptions (Policy BK), and a Review of the FY24 Department Budget Status

### **March 20**

- Student Advisory Committee Presentation
- Public Hearing and Vote on Massachusetts Inter-District School Choice Program (Policy JFBB)
- Superintendent's FY25 Budget Recommendations Presentation
- Public Hearing on the FY25 Budget Proposal
- Vote on the DESE Requirement that all School Committee's Vote on the District's New Student Opportunity Act Plan by April 1, 2024
- Finance and Operations Department Strategic Plan Presentation
  - Building and Grounds/Annual Report on the Condition of Schools (required by law)
  - Transportation
  - Safety and Security
  - Food Services

### **April 3**

- Strategic Plan Presentation: Office of Equity, Belonging, and Community Engagement
  - Department of Student Registration (DSR)
  - Community Resource Development (CRD)
  - Early Childhood Alliance of Framingham (ECAAF)
  - Adult ESL+
- Appoint School Committee/FPS Liaisons to the ACCEPT and TEC Collaboratives
- Vote on the FPS FY25 Budget Request to the Mayor

### **April 24 (due to April vacation)**

- TBD

### **May 1**

- Set Process to Annually Evaluate the Superintendent by the end of June
- Nominations for the MA Association of School Committee's Awards and Resolutions
  - *Resolutions due to MASC by Awards due*
- Advertise for the School Committee's Upcoming Appointment to the Strategic Initiatives and Financial Oversight Committee
  - *Expertise in Finance Seat expires on 6/30/2024*

### **May 15**

- Vote on FPS Early Education Handbook and FPS K-12 Handbook
- Student Advisory Committee Presentation



- Nominations for the MA Association of School Committee's Awards and Resolutions Continued
  - *Resolutions due to MASC by*
- Introduction to Newly Elected Student Advisory Committee Members

### **June 5**

- End-of-Cycle Report on the Superintendent's 2023-2024 School Year Goals
  - Preliminary 2024-2025 Superintendent Goals Report
  - Summative Evaluation Responses for the Superintendent's Evaluation Due to the Chair on TBD
- End of FY24 Close Out Actions (if necessary)
  - Authorization of the Transfer of Funds to Close Out the FY24 Budget If Necessary
  - Circuit Breaker Carry Over Funding
- Vote on the School Committee's appointment to the Strategic Initiatives and Financial Oversight Committee
  - *Expertise in Finance Seat expires on 6/30/2024*

### **June 26 (due to Juneteenth)**

- Vote on the Superintendent's Annual Summative Evaluation
- Vote on the Superintendent's Proposed 2024-25 School Year Goals
- School Committee Liaison Update

### **July 3rd (tentative)**

- TBD

### **July 24**

- TBD

### **August 7 (tentative)**

- Vote on the Annual Creation of Student Activity and Class of 2028 Account(s)

### **August 21**

- TBD

### **September 4**

- TBD

### **September 18**

- FY26 Capital Budget Presentation and Vote to Submit FPS Request to Mayor
- Executive Session Redaction Review

**October TBD**

- Vote to Appoint a Voting Member and Alternate to Represent the School Committee at the MA Association of School Committee’s Annual Meeting, and Vote to direct them on how to vote on Resolutions

**October 16**

- FPS Strategic Plan Progress Fall Update: Year 2 (2024-2025)
- Student Advisory Committee Presentation

**November 6**

- FY25 Close Out Report

**November 20**

- Liaison Update

**December 4**

- TBD

**December 18**

- Mid-Year Report on the Superintendent’s 2024-2025 School Year Goals
- Annual Evaluation of the School Committee’s Executive Assistant
- Student Advisory Committee Presentation

**Subcommittee Annual Topics**

*Buildings & Grounds*

- Capital Budget Plan
- Cellular Service and Wi-Fi Study

*Climate Change, Environment and Sustainability*

- Policy on Climate Change - *The policy states this has to be reviewed annually*

*Equity, Inclusion, and Diversity*

- 

*Finance and Operations*

- Legal Services Review - required by BDG: School Attorney (last review was 2022)
- Reports on Annual Audits
- Discussion and Vote on School Committee Department Budget and Memberships
- School Fees

*Health & Wellness*

- MetroWest Adolescent Survey

### *Policy*

- Policies that list/require an annual review
  - EBACA: Climate Change, Environment, and Sustainability
  - BEA: Hybrid Meetings and Remote Participation
  - KBB: Translation and Interpretation
  - BDG: School Attorney
  - Others?

### *Teaching and Learning*

- Handbooks prior to full SC vote
- Updates on Multi Year School Improvement Plans
- Program of Studies

### *Other*

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### **Training/Workshop Dates TBD**

- Self-Evaluation Workshops with a Massachusetts Association of School Committee Facilitator Every Six Months - *Required by Policy BAA - EVALUATION OF SCHOOL COMMITTEE OPERATIONAL PROCEDURES to have a self evaluation workshop, and the pace set in recent years has been for this to occur every six months*
- MA Association of School Committee's Summer Institute - July (Dates TBD) - *attendance consistent with past votes and BIBA - SCHOOL COMMITTEE CONFERENCES, CONVENTIONS, AND WORKSHOPS*
- MA Association of School Committee Annual Meeting - November (Dates TBD) - *attendance consistent with past votes and BIBA - SCHOOL COMMITTEE CONFERENCES, CONVENTIONS, AND WORKSHOPS*