

**Framingham School Committee**  
**Temporary Subcommittee on Rules and**  
**Administration**  
**Recommendations Report**

**February 2, 2022**~~January 29, 2020~~



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# Contents

<b>1. Background</b>	<b>3</b>
<b>2. <del>2022</del>2020 Meeting Schedule</b>	<b>4</b>
<b>3. Schools and Organizations for School Committee Liaisons</b>	<b>7</b>
<b>4. Subcommittees of the School Committee</b>	<b>11</b>
<b>5. Agenda Framework for School Committee Meetings</b>	<b>19</b>
<b>6. Schedule and Topics for School Committee Member Professional Development</b>	<b>21</b>
<b>7. Standard for Written Reports to the School Committee</b>	<b>22</b>
<b>Appendix A - Guiding Directive from the Chair</b>	<b>25</b>
<b>Appendix B - Draft Meeting Schedule and Long-Term Agenda</b>	<b>28</b>
<b>Appendix C-Guide on Subcommittee Operations</b>	<b>36</b>
<b>Appendix D- Guidance on Presenting to the School Committee</b>	<b>38</b>

# 1. Background

The Temporary School Committee Subcommittee on Rules and Administration was created on January 3, 2018 and reported their results January 23, 2018. The subcommittee was reestablished on January 2, 2020 as directed by the School Committee Chair. The full text of the directive may be found in Appendix A.

Going forward, it is recommended that this subcommittee be reestablished at the beginning of each new School Committee term.

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. Seating Assignments for School Committee Meetings
4. Identification of the Schools and Organizations for School Committee Liaisons
5. Recommend Potential Subcommittee(s) of the School Committee
6. Recommend a Schedule and Topics for School Committee Member Professional Development Sessions
7. 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. ~~2022~~2020 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)*
- *A schedule for School Improvement Plans to be presented for each school (FPS Policies BDFA-E-1 and BDFA-E-2)*
- *Annual required votes (FPS Policies JFAB and JFBB)*
- *A schedule to meet at regularly scheduled School Committee meetings, or at other times, "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~~ ~~aside the alternate~~ Wednesday nights (to the extent they are able) for subcommittee meetings or workshops as needed.

It is recommended that on a regular basis, the School Committee meet with the Mayor and his/her staff to ensure that communications are kept in good shape.

It is recommended that at least twice a year, the School Committee meet with the state legislative representatives, as so much state action affects education, student health and wellness, student job prospects and climate change as it may have ~~its greatest~~ ~~it's greatest~~ effects on the youth of today.

It is recommended that as part of the budget process, there ~~be at least one~~ ~~be held 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 Parents Advisory Committee
- Bilingual Parents Advisory Committee
- Dual Language Parents Advisory Committee
- City-Wide PTO
- FHS Student Advisory Committee
- Framingham Youth Council

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 to but not obligated to attend events at the school including PTO meetings and special events throughout the year.

#### **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.

### **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.

### **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.

### **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.”

### **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 as an 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.”

### **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.

### **City-Wide PTO Framingham**

City-Wide PTO is the umbrella parent-teacher organization for all the Framingham Schools. Comprised of representatives from each school's PTO, City-wide meets monthly and focuses on issues of concern to the school system globally as well as on issues specific to particular schools. By conducting forums on a variety of topics and inviting speakers on a regular basis, City-Wide PTO also serves to educate and inform both its members and the community at large.

### **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.”

### **Framingham Youth Council**

The Youth Council will be comprised 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.

## 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 will also act as the authority in their respective fields within the Framingham School Committee and provide appropriate guidance accordingly.**

The list of recommended subcommittees is:

- Policy
- Finance & Operations
- Buildings & Grounds
- Teaching & Learning
- Equity, Inclusion, and Diversity
- Health & Wellness
- Climate Change, Environment & Sustainability
- ~~Temporary Subcommittee on Data, Transparency, and Website~~

**Policy** - this subcommittee shall work with the FPS administration to develop and recommend new and revised policies to the full School Committee, and shall be responsible for making sure that our online policy manual is updated. ~~This should remain as 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 by FPS on food services and transportation.

**Buildings & Grounds** - 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 ~~should pay careful attention to~~ all School Improvement Plans to ensure consistency in handling needed building improvements. ~~This committee shall be a standing committee.~~

**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

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. It is recommended that the reports and corresponding analysis be reported by the subcommittee to the full School Committee on at least a bi-monthly basis.

**Equity, Inclusion & Diversity** - 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. ~~this committee will seek to develop standardized, comprehensive and timely reporting that allows the School Committee to have a complete understanding of the current equity performance of the district in all appropriate areas, such as curriculum, hiring, policy and professional development so that we can 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.

**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 EEE; stressors and stress management; homework loads; alignment of school start times with student biorhythms; absenteeism; classroom environment etc.

**Climate Change, Environment & Sustainability** - 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 new 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.

**Temporary Subcommittee on Data, Transparency, and Website** - This temporary subcommittee will work with FPS administration to look into what the needs are in regards to data and reports that the District should provide, what supports to achieve them are needed, what data should be published on the District website, and what information and data should be published on the School Committee specific website with a goal of transparency and more information being easily available to the public. Examples of items to consider are School Committee member meeting attendance records, major votes of the School Committee, biographies for members and student representatives, subcommittee mission summaries and members assigned, School Committee self evaluations, among other items.

### **General Recommendations**

Across all subcommittees, it is generally recommended that:

- The School Committee Chair ~~appoints~~ ~~appoint~~ 4 members to each of the subcommittees listed above, so that any two members of a subcommittee can discuss matters within the purview of the subcommittee without violating the Open Meeting Law.
- The School Committee Chair ~~appoints~~ ~~appoint~~ one individual to serve as the Chair of each subcommittee and the subcommittee ~~fills~~ ~~fill~~ other roles as needed, such as Vice Chair.
- The School Committee Chair ~~makes~~ ~~make~~ 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.
- The Executive Assistant has prepared a draft guide on Subcommittee operations to help chairs and members participate in effective subcommittee meetings. This guide appears in Appendix D.

## **Bargaining Teams**

It is recommended that the Chair assign at least one but no more than four School Committee members to the “Bargaining Team” for each of the six bargaining units. 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.*

### 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. ~~Announcements from the Chair ¶~~
6. ~~Remarks from the FHS Student Advisory Committee~~
7. Superintendent's Report
8. ~~Mayor's Report ¶~~
9. ~~Remarks from the FHS Student Advisory Committee~~
10. Finance & Operations (includes Bills & Payroll)
11. **Relevant Business according to Long Term Agenda**
12. \*Policy
13. \*Buildings and Grounds
14. \*Teaching and Learning
15. \* Equity, Inclusion, and Diversity
16. \* Health and Wellness
17. \* Climate Change, Environment and Sustainability
18. \*Other Business
19. Approval of Minutes
20. \*Approval of Grants/Gifts
21. \* Additional Public Comment (at the discretion of the Chair)
22. \*Executive Session (if needed)
23. Adjournment



## 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.

## **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 2020. 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 should 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. NSBA Annual Conference & Exposition
5. Team building workshops as appropriate
6. Training on Google Apps Suite

## 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 as appropriate at each meeting, such as Bills & Payroll, **Food Services & Transportation**
- 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.

#### 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**~~be 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**~~be concise~~ but complete.
- Documents, spreadsheets, presentations and other written materials use consistent and professional ~~looking~~ templates.
- Posted documents should ~~all~~ 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. The Executive Assistant has guidance available for presenters who need assistance in this area. A link to this guidance appears in Appendix D.
- 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 administrative assistant by noon three business days prior to the meeting at which the material will be reviewed (e.g. due by Friday at noon for a Wednesday night meeting).
  - 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, Diversity, and Community Development at 508-782-6890 or [jcorazzini@framingham.k12.ma.us](mailto:jcorazzini@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 2, 2020***

*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 co-chaired by Mr. Wadland and Mr. Epstein, and will also include two additional members to be named shortly. Mr. Wadland is the lead convener to finalize a date with the other members and the Superintendent, and to facilitate the booking of space, and posting the meeting for the public.*

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

- 1. The School Committee's 2020 Meeting Schedule*
- 2. Agenda Framework for School Committee Meetings*
- ~~*3. Seating Assignments for School Committee Meetings ¶*~~
- 4. Identification of the Schools and Organizations for School Committee Liaisons*
- 5. Recommend Potential Subcommittee(s) of the School Committee*
- 6. Recommend a Schedule and Topics for School Committee Member Professional Development Sessions*
- 7. 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 2, 2022~~ ~~January 29, 2020~~. 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 School Improvement Plans to be presented from each school (FPS Policies BDFA-E-1 and BDFA-E-2)*
- *Annual required votes (FPS Policies JFAB and JFBB)*
- *A schedule to meet at regularly scheduled School Committee meetings, or at other times, “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.*

### **~~Seating Assignments for School Committee Meetings ¶~~**

~~*The subcommittee shall review the seating chart from the 2018-2019 term and recommend any necessary changes for permanent seating assignments for the 2020-2021 term.*~~

### **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 2020. 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 his 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 unless otherwise noted. All meetings have public participation, Subcommittee Reports, as well as a Superintendent's Update portion which includes Budget Status and Student Achievement updates.*

*This long-term agenda was developed by adding all items required by law and policy, a review of all 2012-2019 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 2

- Massachusetts Association of School Superintendent's Certificate of Academic Excellence Awards
- FY23 Budget Discussions
- Data Dashboard Presentation on FPS Statistics
- Special Education Department Program Update
  - Annual Report on the ACCEPT and TEC Collaboratives
  - Audits
- Presentation and First Reading of the 2022-23 School Year Calendar
- Rules and Administration Subcommittee Presentation and Vote on the Report, inclusive of committee rules, reporting requirements, long-term agenda, and types of subcommittees and liaisons

## February 16

- Second Reading and Vote to Finalize the FPS Proposed 2022-23 School Year Calendar
- Impact of the Student Opportunity Act on FPS
- Update from the Strategic Initiatives and Financial Oversight Committee's (SIFOC) Members Appointed by the School Committee
- FY23 Budget Discussions



- Budget Book Methodology and Structure
- Impact of the Student Opportunity Act on FPS
- Annual Fee Reviews: Bus Fee (Policies EEAA and JQ), Athletic Fee (Policy JQ) and FHS Parking Fee (Policy JQ and Regulation JQ-R-3)
- Annual Creation of Student Activity and Class of 2025 Account(s)
- Appoint School Committee/FPS Liaisons to the ACCEPT and TEC Collaboratives

## March 2

- Advertise for the School Committee's Upcoming Appointment to the Strategic Initiatives and Financial Oversight Committee
- FY23 Capital Plan Revisions and Updates to the Mayor and City Council (if necessary)
- FY23 Budget Discussions
  - Current FY23 Proposed Budget
  - Budget Drivers
  - Staffing Levels
    - New Position Requests for Legal Compliance, Compliance, Enrollment Growth, and Strategic Plan Alignment
  - Budget History
  - Chapter 70 Expectations, Circuit Breaker Expectations, Local Contribution and State Aid, Including the Impact of the Student Opportunity Act
  - American Rescue Plan Act Impacts to FY23
  - Substitute Rates
  - Athletic Department Funding and Title IX Compliance
  - Federal and State Support (Community Eligibility Provision) for Food Services Breakfast and Lunch Offerings
  - Exploration of Municipal Departmental Efficiencies (Article X of the City Charter) by a Continued Review of the Vendor Report on the Feasibility of Merging or Creating Efficiencies Between Certain Municipal and School Departments
  - School Committee Department Budget, including the Annual Review of School Committee Memberships and Subscriptions (Policy BK), and a Review of the FY22 Department Budget Status

## March 15 - Hold for Potential Joint Meeting with the City Council and State Legislators

- FY23 Budget Discussions

## March 16

- Superintendent's FY23 Budget Recommendations Presentation
- Public Hearing on the FY23 Budget Proposal
- Enrollment Updates focused on Budget Implications for the Current School Year from the FPS Welcome Center
- Student Advisory Committee Presentation

March 24 - Hold for Potential Extra Budget Meeting If Necessary

- FY23 Budget Discussions

March 30

- Vote on the FPS FY23 Budget Request to the Mayor
- Public Hearing and Vote on Massachusetts Inter-District School Choice Program (Policy JFBB)
- Annual Report on the Condition of Schools

April 6

- Report on Collective Turnaround Plans for Underperforming Schools
- Sustainable Improvement Plans (formerly called Turnaround Plans by DESE) for Barbieri, Brophy, Harmony Grove, and McCarthy Elementary Schools and Fuller Middle School

April 27

- School Improvement Plans and Handbook Votes for BLOCKS and Elementary Schools
- Media & Communication and Technology Departments Updates: Tools for Improving Two-Way Engagement with Families

May 4

- School Improvement Plans and Handbook Votes for Middle Schools, Framingham High School, and the Thayer Campus
- Athletic Handbook Vote
- Set Process to Annually Evaluate the Superintendent by the end of June
- Nominations for the MA Association of School Committee's Awards and Resolutions

May 18

- Student Advisory Committee Presentation
- Nominations for the MA Association of School Committee's Awards and Resolutions Continued
- Pride Month Proclamation for June

June 1

- Tribute to the Framingham High School Class of 2022
- Progress Report on the Superintendent's 2021-2022 School Year Goals
  - Summative Evaluation Responses for the Superintendent's Evaluation Due to the Chair on June 20
- End of FY Close Out Actions (if necessary)
  - Authorization of the Transfer of Funds to Close Out the FY21 Budget If Necessary
  - Circuit Breaker Carry Over Funding
- Vote on the School Committee's appointment to the Strategic Initiatives and Financial Oversight Committee

June 15

- Recognition of Retirees
- Introduction to Newly Elected Student Advisory Committee Members
- End of FY Close Out Actions (if necessary)
  - Authorization of the Transfer of Funds to Close Out the FY21 Budget If Necessary
  - Circuit Breaker Carry Over Funding

June 29

- Vote on the Superintendent's Annual Summative Evaluation
- Review of Old Executive Session Minutes

July 13

- Report on School Safety and Security

July 27

- TBD

August 3

- Presentation on the Superintendent's Proposed 2022-23 School Year Goals

August 31

- Vote on the Superintendent's Proposed 2022-23 School Year Goals

September 7

- TBD

September 21

- FY24 Capital Budget Presentation and Vote to Submit FPS Request to Mayor

Thursday, October 6 - Thursday Due to Yom Kippur October 4 and 5

- LGBTQIA+ History Month and Presentation from the FHS Gender Sexuality Alliance
- 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 19

- Student Advisory Committee Presentation
- DESE Submitted Enrollment Statistics for the 2022-2023 School Year

November 2

- FY22 Close Out Report

November 16

- TBD

November 30

- TBD

December 7

- Review of Old Executive Session Minutes
- Advertising and Appointment Process for the School Committee's Three Appointments to the Charter Review Committee of 2023-24

December 21

- Mid-Year Report on the Superintendent's 2022-23 School Year Goals
- Annual Evaluation of the School Committee's Executive Assistant
- Student Advisory Committee Presentation

Additional Topics to Be Scheduled

Buildings & Grounds

- Update on the Process to Explore the Potential Use of Bethany Road Property for Future Construction of an Elementary School South of Route 9
- FHS Space Utilization Planning
  - Thayer Campus Short and Long-Term Space Utilization Plan
- Farley Building Short and Long-Term Space Utilization Plan
- Physical Infrastructure/Ventilation and Indoor Air Quality Considerations
- Review of Polling Locations in School Buildings
- General Chemical Contamination and MassDEP Efforts Near Harmony Grove Elementary School
- Lights at the New Fuller Middle School's Turf Fields
- Solar Projects and Power Purchase Agreement Options at FPS Sites
- Updates from the School Building Committee on the Fuller Middle School Building Project
- Coordination Between City Officials on FPS Enrollment Impact Studies for Community Growth and New Housing Construction

Climate Change, Environment and Sustainability

- Policy on Climate Change

Equity, Inclusion, and Diversity

- Recurring Reports by the Office of Equity, Diversity, and Community Resource Development
- Disability Commission’s Scholarships for Students
- Equity Audit Implementation Check Ins
- Title IX Audit Implementation Check Ins
  - Joint Meeting with the Parks & Recreation Commission

#### Finance and Operations

- Legal Services Review
- Structural Deficit, Department Efficiency/Consolidations, and Long-Term Fiscal Planning and Facility Needs (to be scheduled during the FY23 Budget Process)/Review Vendor Report on the Feasibility of Merging or Creating Efficiencies Between Certain Municipal and School Departments (if ready)
- Reports on Annual Audits
- PTO Fundraising Equity Between Schools
- American Rescue Plan Act Status/Review of Outstanding Federal Grant Balance
- Data Dashboard

#### Health & Wellness

- Elementary School Recess
- Impact on Schools and Revenue of Adult-Use Marijuana in the MetroWest

#### Human Resources

- Votes on Unit Contracts
- Human Resources/Professional Development: Report on Diversity Hiring

#### Policy

- Ongoing MASC Review of Sections F-L in the Policy Guide
- Ongoing Review of Referred Policies

#### Teaching and Learning

- COVID-19 Impacts on Student Achievement and Mental Health
- Pre-School Expansion Opportunities
- SAGE/Gifted and Talented Report
- Code of Conduct, Character, and Support Implementation Status

#### Other

- Report on FHS Schedule Options
- Discussion with Framingham Legislative Delegation/Legislative Strategy Discussions

- Check In with School Committee Appointees to the Strategic Initiatives and Financial Oversight Committee (SIFOC)
- Set School Committee Goals/Ongoing Progress and Metric Reviews
- Presentation by Framingham Special Education Parent Advisory Council
- Presentation by Bilingual Parents Advisory Council
- Presentation by Dual Language Parents Advisory Council
- Presentation by Framingham Families for Racial Equity in Education
- Presentation by Framingham Parent Teacher Organization Council

Training/Workshop Dates TBD

- Self-Evaluation Workshops with a Massachusetts Association of School Committee Facilitator Every Six Months
- Title IX Training
- MA Association of School Committee’s Summer Institute - July (Dates TBD)
- MA Association of School Committee Annual Meeting - November (Dates TBD)

**February 5**

ff

- ~~Vote to Finalize the FPS Proposed 2020-2021 School Year Calendar~~
- ~~Transportation Updates on the December Letter to Durham~~
- ~~School Committee Goals and Objectives~~
- ~~Impact of the Student Opportunity Act on FPS~~

ff

**February 26**

ff

- ~~Student Advisory Committee Presentation~~
- ~~Report on Early College High School~~
- ~~Impact of the Student Opportunity Act on FPS~~
- ~~FY21 Capital Plan Revisions~~
- ~~FY21 Budget Discussions~~
  - ~~Budget Book Methodology and Structure~~
  - ~~Bus Fee Review (Policies EEAA and JQ)~~
  - ~~Athletic Fee Review (Policy JQ)~~
  - ~~Summer Programming Review (Policy ICHA)~~
  - ~~FHS Parking Fee (Policy JQ and Regulation JQ-R-3)~~
  - ~~School Committee Department Budget, including the Annual Review of School Committee Memberships and Subscriptions (Policy BK)~~

ff

ff

**March 5**  ~~moved from March 4th to avoid meeting on the same night as the City Council~~

ff

- ~~FY21 Budget Discussions~~
- ~~Personnel and Contractual Obligations~~
- ~~Teaching and Learning~~
- ~~Supplies and Equipment~~
- ~~Utilities and Maintenance~~
- ~~Contracted Services~~
- ~~Budget Reserve~~
- ~~Community Eligibility Program for Food Services~~
- ~~Revolving Accounts~~
- ~~Report on Necessary Renovations to Hemenway Elementary School~~
- ~~Report on Future Elementary School Location Study~~

~~ff~~

~~**March 17**~~

~~ff~~

- ~~Joint Meeting with the City Council and State Legislators (7:15 p.m.)~~

~~ff~~

~~**March 18**~~

~~ff~~

- ~~Superintendent's FY21 Budget Recommendations Presentation~~
- ~~Public Hearing on the FY21 Budget Proposal~~
- ~~Vote on the FPS Plan for the Student Opportunity Act~~
- ~~Report on the High School Space Study~~
- ~~Status Report and Evaluation of the Junior Privileges Pilot Program~~
- ~~School Improvement Plans and Handbook Votes~~

~~ff~~

~~**March 25**~~

~~ff~~

- ~~Hold for extra FY21 budget meeting if necessary~~

~~ff~~

~~**April 1**~~

~~ff~~

- ~~Vote on the FY21 FPS Budget~~
- ~~Public Hearing and Vote on Massachusetts Inter-District School Choice Program (Policy JFBB)~~
- ~~Annual Report on the Condition of Schools~~
- ~~School Improvement Plans and Handbook Votes Continued~~

~~ff~~

~~**April 15**~~

~~ff~~

- ~~Student Advisory Committee Presentation~~
- ~~School Improvement Plans and Handbook Votes Continued~~

~~ff~~

~~**May 6**~~



¶

- ~~Annual Vote on FPS Athletic Handbook ¶~~
- ~~Set Process to Annually Evaluate the Superintendent by the end of June ¶~~
- ~~Nominations for the MA Association of School Committee's Awards and Resolutions ¶~~
- ~~School Improvement Plans and Handbook Votes Continued ¶~~

¶

**May 20** ¶

¶

- ~~Report on Long-Term Facilities and Enrollment Planning / Joint Meeting with Planning Board and/or Community & Economic Development and/or Planning Board Staff on Population/Enrollment ¶~~
- ~~Nominations for the MA Association of School Committee's Awards and Resolutions Continued ¶~~
- ~~School Improvement Plans and Handbook Votes Continued ¶~~

¶

**June 3** ¶

¶

- ~~Vote on the School Committee's appointment to the Strategic Initiatives and Financial Oversight Committee ¶~~
- ~~Progress Report on the Superintendent's 2019-2020 School Year Goals ¶~~
  - ~~Summative Evaluation Responses for the Superintendent's Evaluation Due to the Chair six days after this meeting on June 9 ¶~~
- ~~End of FY Close Out Actions (if necessary) ¶~~
- ~~Summer Programming Reviews with the Office of Community Resource Development ¶~~

¶

**June 17** ¶

¶

- ~~Vote on the Superintendent's Annual Summative Evaluation ¶~~
- ~~Student Advisory Committee Presentation ¶~~
- ~~End of FY Close Out Actions (if necessary) ¶~~
- ~~Review of Old Executive Session Minutes ¶~~
- ~~Recognition of Retirees ¶~~

¶

**July 1** ¶

¶

- ~~TBD ¶~~

¶

**July 15** ¶

¶

- ~~Report on School Safety and Security ¶~~

¶

**August 5** ¶

¶

- ~~Presentation on the Superintendent's 2020-2021 School Year Goals~~

~~¶~~

~~**September 2**~~

~~¶~~

- ~~Vote on the Superintendent's 2020-2021 School Year Goals~~

~~¶~~

~~**September 16**~~

~~¶~~

- ~~Preliminary Enrollment Statistics for the 2020-2021 School Year~~
- ~~School Committee Goals~~
- ~~LGBTQ History Month for October~~

~~¶~~

~~**September 30**~~

~~¶~~

- ~~Vote on ACCEPT Collaborative Membership~~
- ~~Professional Development~~

~~¶~~

~~**October 7**~~

~~¶~~

- ~~DESE Submitted Enrollment Statistics for the 2020-2021 School Year~~
- ~~FY22 Capital Budget Presentation and Vote to Submit FPS Request to Mayor~~
- ~~Vote to Appoint a Voting Member and Alternate to Represent School Committee at the MA Association of School Committee's Annual Meeting, and Vote to direct them on how to vote on Resolutions~~

~~¶~~

~~**October 21**~~

~~¶~~

- ~~Student Advisory Committee Presentation~~

~~¶~~

~~**November 4**~~

~~¶~~

- ~~TBD~~

~~¶~~

~~**November 18**~~

~~¶~~

- ~~TBD~~

~~¶~~

~~**December 2**~~

~~¶~~

- ~~Review of Old Executive Session Minutes~~
- ~~Potential Vote on MassBay Community College's Lease of the Farley Building~~

~~¶~~

~~**December 16**~~



- ~~Mid-Year Report on the Superintendent's Goals~~
- ~~Annual Evaluation of the School Committee's Executive Assistant~~
- ~~Student Advisory Committee Presentation~~



**~~Additional Topics to Potentially Be Scheduled~~**



*~~Facilities~~*

- ~~Solar Projects and Power Purchase Agreement Options at FPS Sites~~
- ~~Updates from the School Building Committee on the Fuller Middle School Building Project~~
- ~~Turf Field Option for the New Fuller Middle School Building Project~~



*~~Technology~~*

- ~~Data Dashboard Presentation on FPS Statistics~~



*~~Human Resources/Professional Development~~*

- ~~Report on Diversity Hiring~~
- ~~Vote on Unit C Collective Bargaining Contract~~



*~~Diversity and Equity~~*

- ~~Next Recurring Report on Diversity by the Office of Equity, Diversity, and Community Resource Development~~
- ~~Report on Equity Audit Results in 2020~~
  - ~~Discipline Data Review and Next Steps~~
  - ~~Special Education Data Review and Next Steps~~



*~~Financial Management~~*

- ~~Report on Annual Audits~~



*~~Student and Academic Achievement Update Topics~~*

- ~~Status Report on Collective Turnaround Plans~~
- ~~Pathway to Calculus (particularly underserved students)~~
- ~~Highest Performing Classes & Demographic Breakdown~~
  - ~~How are students of color challenged/class selection process~~
  - ~~Leveling Up~~
- ~~Middle School to High School Leveling Increase/Access to Honors Programming~~
- ~~Percentage of students who are literate by Grade 3 & Allocation of resources~~
- ~~Dropout Predictors~~
- ~~Report on Math in FPS – may be a written report~~
- ~~Report on SAGE and Universal Screening~~
- ~~FHS and Middle School Robotics Demo~~



## ~~Other ¶~~

- ~~● FPS Strategic Plan Approval ¶~~
- ~~● Narcan Training Requested by Framingham FORCE ¶~~
- ~~● Impacts of Adult-Use Marijuana Stores in MetroWest ¶~~
- ~~● Junior ROTC ¶~~
- ~~● Discussion with Framingham Legislative Delegation/Legislative Strategy Discussions ¶~~
- ~~● Student Advisory Committee Presentations (approximately every two months during the school year) ¶~~
- ~~● Census Count Efforts with FPS ¶~~
- ~~● Presentation by Framingham Special Education Parent Advisory Council ¶~~
- ~~● Presentation by Bilingual Parents Advisory Council ¶~~
- ~~● Presentation by Dual Language Parents Advisory Council ¶~~
- ~~● Presentation by Framingham Families for Racial Equity in Education ¶~~
- ~~● Presentation by Framingham Parent Teacher Organization Council ¶~~

~~¶~~

## ~~Training/Workshop Dates TBD ¶~~

- ~~● Superintendent's Budget Workshops – Winter 2020 ¶~~
- ~~● Equity Workshop – Spring 2020 ¶~~
- ~~● Superintendent's Workshop on Understanding Student Accountability and Performance – September 2020 ¶~~
- ~~● MA Association of School Committee Annual Meeting – November 2020 ¶~~
- ~~● Annual Self Evaluation Workshop ¶~~

# Appendix C - Guide on Subcommittee Operations

## Scheduling the Subcommittee Meeting

- Check/Have Joanna Check with all members on dates available
  - Invite/have Joanna invite any Central Office/others to be included
    - If ~~their~~there attendance is critical involve them in checking dates
- Create Agenda
  - Needs to include location and address and times, as well as any anticipated topics that are going to be discussed
- Have Joanna Book Location
  - Make sure to note if any special accommodations needed-projector, etc
- Agenda needs to be posted 48 hours prior to the meeting
  - City Hall's hours vary, the times they require posting by are:
    - Monday, Wednesday, and Thursday by 3:30pm
    - Tuesday by 5:30 PM
    - Friday by 12:30 PM
- Create Team Drive with all relevant materials

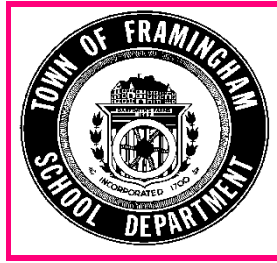
- Get all materials from Central Office staff, etc beforehand as well to share (or have Joanna help with this)
- Share with members two days prior to meeting
- Share with Joanna so she may post materials on website

### **During the Meeting**

- A Quorum is needed to open the meeting
  - 3 members in a 4 person subcommittee
  - 2 members for negotiation subcommittees
- To Begin the Meeting the Chair will:
  - Start recording (make sure the chair specifically says while the recorder is on that the meeting is being recorded and will be online per committee policy so people are aware and the OML is followed)
  - Call the Meeting to order
    - This does not need to be done as a motion unless going into an Executive Session such as with negotiations
  - Read over the agenda (OML requirement)
- Can only discuss items that are listed on the agenda
- Need a motion, second, and vote to adjourn

### **After the Meeting**

- Turn off the recorder when the meeting adjourns
- Recordings need to be posted within 3 business days of the meeting
  - Can either send Joanna the recording after review or give her the recorder to upload
- City Bylaw is to send all minutes (approved or draft) within 45 days of the meeting
- Open Meeting Law says minutes need to be approved in a timely manner
  - Which is described by the AG as in the next 30 days or next 3 meetings, whichever is later
- Minutes must include a list of all documents used at meetings, including those referred to. You do not need to attach these items to the minutes.
- Minutes are to be approved in subcommittee meetings. Should be sent with all other material ahead of time for review and edits.
  - Joanna helps with posting with the Clerk and on the website
- Need to add any additional materials brought and discussed at the meeting to the Team Drive and to Joanna to post on website
- Template of minutes below on what needs to be included
- Each negotiation meeting also ~~requires~~ require minutes. As those are usually executive sessions, work with Joanna on the legal reviews before votes



\_\_\_\_\_ Subcommittee  
Location and Address  
Date and Time Scheduled  
  
Open Meeting Minutes

**PRESENT:**

**ABSENT:**

**OTHERS PRESENT:** *(Such as Central Office, City staff)*

---

The Chair called the meeting to order at p.m.

Call to Order

Public Comment

Discussion of Agenda topics *(can rename for what the actual topics are)*

Adjournment

**Motion:** To adjourn. **Moved:**                      **Seconded:**    **Vote:**  
Meeting adjourned at p.m.

Meeting Materials

Agenda

*Need to list all materials discussed at the meeting - which should also be in Team Drive and on website*

## **Appendix D: Guidance on Presenting to the School Committee**

[Presenting to the School Committee](#)