

MEDFIELD SCHOOL COMMITTEE
Workshop
September 30, 2022 - 10:30 am

PRESENT: Anna Mae O'Shea Brooke - Chair
Timothy Knight - Vice Chair
Jessica Reilly - Recording Secretary
Michelle Kirkby - Financial Secretary

ALSO PRESENT: Dr. Jeffrey Marsden - Superintendent of Schools
Andrea Moores - Secretary

NOT PRESENT: Leo Brehm - Member at Large

The meeting was called to order at 10:35 am and the Chair asked for a Roll Call to begin the workshop:

- Jessica Reilly - present
- Michelle Kirkby - present
- Anna Mae O'Shea Brooke - present

Mr. Timothy Knight arrived after the Roll Call at 10:42 am.

Ms. Jessica Reilly stated for the record that the Committee reached out to Mr. Leo Brehm via text before the Workshop was called to order and he replied that he was unable to attend.

School Committee process for new School Building Committee (SBC) appointments

The School Committee discussed the following pertaining to the new SBC appointments:

- Ms. O'Shea Brooke reported that the SBC application has been posted to the Town Website and Twitter. The application will close on October 18, 2022.
- The application has been modeled after Longmeadow for the Board of Selectmen and School Committee. All applications/applicants will be funneled through Town Administrator Kristine Trierweiler to the Board of Selectmen and School Committee.
- If a committee/board chooses the same applicant the Chairs will work together to determine which committee/board the applicant would be best suited.
- The Committee discussed selecting candidates for their SBC representatives at an Open Meeting/Workshop.
- Ms. Reilly strongly recommended that the School Committee and the Board of Selectmen use the same process to vett qualified applicants for ultimate transparency. She would like an interview process for all applicants.
- The Town anticipates approval of the SBC by-law by October 6th.
- The School Committed discussed the communication roles and responsibilities for the communication on the project. Ms. Reilly stated that the Town should be the primary communication source with the community of Medfield since the School Committee can only disseminate information on the project to guardians of student's in the schools.
- Ms. O'Shea Brooke will work with Kristine Trierweiler to develop a Press Release and will request to have the following added to the Town website along with the SBC application:
 - By-law
 - School Committee Application to the Board of Selectmen

- Educational Plan
- Statement of Interest (SOI) - with status update
- Ms. Reilly stressed the importance of having a clear process and procedure for the flow of communication on this project.
- Ms. Brooke will have more information on the follow-up interviews and SBC selection at the next School Committee meeting scheduled for October 13, 2022.
- Ms. Kirkby suggested that a date should be set to announce the new SBC.
- Ms. O'Shea Brooke informed the Committee that Ms. Kirkby has expressed interest to serve on the SBC as one of two School Committee representatives.

Community engagement and communication - Mr. Timothy Knight

Mr. Timothy Knight initiated a conversation pertaining to community engagement and communication sharing his belief that the community perceives that the School Committee as inward looking instead of outward listening. He proposed that Committee members attend the following meetings to facilitate more connections between the Committee and its constituents, suggesting that a member be assigned to each school:

- Site Council
- PTO

Mr. Knight stated that the Committee could start small and each member could attend a limited number of meetings and see how it evolves.

Ms. Reilly shared her concerns about the additional burden outside of the Committee's regular and assigned duties this additional mandate will add to School Committee member responsibilities, that SEPAC (Special Education Parent Advisory Council) should be included within this list and that an equitable and clear process be put in place to assign members to these outreach efforts. She also stated that pre-pandemic the Committee had done significant work defining the procedures and tasks assigned to each Committee role, and stressed that Committee initiatives should align with School Committee goals and the Strategic Plan.

Ms. O'Shea Brooke said that School Committee members were attending some of these meetings pre-pandemic and the Committee would utilize a sign-up sheet to attend; that attending these meetings could also be a feeder for future School Committee candidates. She reported that she will put together an outreach assignment calendar in time for the regular business meeting of the Committee, scheduled for October 13th.

Ms. O'Shea Brooke then shared the following communication ideas from the TEC Networking event she attended:

- School Committee Quarterly Newsletter
- Walk the track with the Superintendent
- Spots on local cable TV
- Social Media Page
- Office Hours

Ms. Reilly suggested that, based on previous experience with office hours, there should be a sign-up sheet and specific allotted time for participants to allow the Committee members to come prepared to address a participant's concerns.

- Ms. Kirkby stated that she would like the School Committee to utilize social media by having a School Committee Facebook page that would strictly be for information sharing. The Committee would have to decide to allow or not allow comments. Ms. Kirkby has been looking at how other districts utilize social media and feels that it could be beneficial to the Committee to use as another communication tool. Ms. Reilly reported that in previous years the Committee had explored the use of Social Media, and suggested that the School Attorney be consulted on the legal aspects of having a School Committee Facebook page as there were specific OML (Open Meeting Law) concerns that have prevented the Committee from having a presence on Facebook.
- Ms. O'Shea Brooke would like to schedule future workshops and wants to resume the work on the MASC Policy Project.

Ms. Chris McCue Potts, who was in attendance, asked the Chair to answer a few questions she had. Ms. O'Shea Brooke informed her that there is no public comment taken during a Workshop but she would stay after the meeting to address her questions.

A motion was made by Ms. Reilly, seconded by Ms. Kirkby to adjourn the Workshop.

The motion was passed unanimously.

The Workshop was adjourned at 11:50 am.

Respectfully submitted,
Andrea Moores
Secretary

Minutes Approved by School Committee: November 7, 2022