

<u>(5.25.16)</u>	<u>Agenda Item</u>	<u>Time Alloc.</u>	<u>Category</u>	<u>Action***</u>
11-Jan	Inauguration and Swearing In of City of Melrose Officials	1.5 hrs	Joint	As noted in program
12-Jan	6:45 HS Students	15	Chair	Meeting
	7:00 Formal Election of SC Chair/Vice-Chair	5	Supt	As required in By-Laws
	School Committee Spotlight - Lincoln School	10	Supt	One school each month
	MS School Choice	5	Supt	Vote on Public Hearing
	Technology Plan	5	Supt	Report: rollout
	Minutes/Fld Trips/Maint/Personnel/Budget Summary/Warrants	5	Consent	Vote
	BOY Subcommittee Statements	15	Each	Report: subcomm plans for the year
	Special Education Staff	5	EPP	Vote
	MHS Past (< 2 yrs.) Class Funds	5	FF	Report: review of process
	Policy	5	PP	Vote: 1st reading
	Subcommittee Assignments and Liaison Positions	5	Chair	Announce subcomms/vote liaison positions
	SC Norms	30	Chair	Facilitation by D. Presser (MASC)
	Liaison Reports	5	Chair	Report: member participation
	Action Item Progress Report	10	Chair	Report: progress, etc.
26-Jan	6:00 ES - Deployment of Security	55	Chair	xxx
	7:00 SEEM Annual Report	10	Supt	Report
	Minutes/Warrants/Revolving Accts/Policy (2nd Rdg)	5	Consent	Vote
	BOY EP&P Subcommittee statement	5	EPP	Report: EP&P subcomm's 2016 plans
	MHS - Tuition based Foreign Students	15	EPP	Report: (spkrs)
	FY17 Budget Message	30	FF	Report: per Budget Timeline
	FY16 Mid-Year Budget Update	5	FF	Vote
	Rolling Agenda	5	Chair	Report
	Liaison Assignments	5	Chair	Report
	Proposed Revised Norms	10	Chair	Vote
	Committee Calendar: Add EP&P Subcomm+Mar/Apr Budget Mtgs.	5	Chair	Vote
	Liaison Reports	5	Chair	Report: member participation
9-Feb	7:00 MVMMS School Choice	15	Chair	Public Hearing
	School Committee Spotlight - Roosevelt School	10	Supt	One school each month (spkrs)
	Minutes/Field Trips/Cafeteria/Personnel/Budget Summ/Warrants	5	Consent	Vote
	School Business Official Position	10	EPP	Report: process and timeline
	OCR Compliance	10	EPP	Report: training, etc.
	Campus Kids Fees	15	FF	Vote (spkr)
	Updated Budget Timeline	10	FF	Report: discussion dates/topics
	Committee Calendar: Add EP&P Meetings	5	Chair	Vote
	Proposed Revised Norms	15	Chair	Vote
	Liaison Reports	5	Chair	Report: member participation
	Action Item Progress Report including Glossary	5	Chair	Report: progress, etc.
	ES: Discuss Strategy with Respect to Collective Bargaining	10	Chair	xx
	ES: Minutes of 12/8 & 1/26 Meetings	5	Chair	Vote
23-Feb	6:30 ES: 2/9 Minutes and Collective Bargaining Strategy	25	Chair	xx
	7:00 SIP Updates	5	Supt	Report: substantial changes/progress
	Educator Evaluation Report	5	Supt	Report: process + general results
	Minutes / Field Trips / Warrants	5	Consent	Vote

	Campus Kids Fees	15 FF	Vote
	FY17 Budget Presentation	45 FF	Report
	School Choice: Middle School	5 Chair	Vote
	Superintendent Mid-Cycle Goals Review	20 Chair	Discussion
	Rolling Agenda	5 Chair	Report
	Liaison Reports	5 Chair	Report: member participation
	Foundation Budget Resolution	5 Chair	Vote
	Charter School Cap Letter	5 Chair	Vote
5-Mar	8:00 a.m. Presentation of Budget Centers by Administrators	6 hrs FF	Per Budget Timeline (spkrs)
8-Mar	6:45 HS + MS Students	15 Chair	Meeting
	7:00 School Committee Spotlight - Winthrop School	10 Supt	One school each month (spkrs)
	Minutes/Maint/Personnel/Budg Summ/Wrnts	5 Consent	Vote
	MHS Program of Studies	20 EPP	Vote (spkrs)
	General Survey	5 EPP	Discussion
	Budget Deliberations	45 FF	Discussion per Budget Timeline
	ECC fees	15 FF	Vote (spkrs)
	Liaison Reports	5 Chair	Report: member participation
	Action Item Progress Report	5 Chair	Report progress, etc.
15-Mar	7:00 Public Information Session	1.5 hrs FF	Q&A w/Supt. per Budget Timeline
22-Mar	6:30 ES - Discuss Strategy with Respect to Collective Bargaining	30 Chair	xx
	7:00 Ceremonial Swearing-In of Jaime McAllister-Grande	5 Chair	Event
	Minutes/Warrants/Donations	5 Consent	Vote
	ECC fees	15 FF	Vote (spkrs)
	Budget Deliberations (music/ath./post-grad trnsrpt/gdnce fees)	45 FF	Discussion per Budget Timeline
	DESE New Science Standards	30 EPP	Report: (spkrs)
	OCR Policy(ies)	10 PP	Report
	Subcommittee Positions	5 Chair	Report
	MA Association of School Superintendent's Award to Supt. Taymore	5 Chair	Report
	Rolling Agenda	5 Chair	Report
	Liaison Positions and Reports	5 Chair	Report: member participation
	Subcommittee Positions	5 Chair	Report
12-Apr	6:30 ES - Contract Negotiations with MEA and Teamsters	30 Chair	xx
	7:00 School Committee Spotlight - MVMMS	10 Supt	One school each month
	Minutes/Cafeteria/Personnel/Budget Summ/Warrants	5 Consent	Vote
	Changes to FY17-18 Start Times	5 EPP	Vote: re-affirmation
	Secondary Code of Conduct	20 EPP	Vote
	Kindergarten: Enrollment and Capacity	20 EPP	Report
	Chartwells Update/Meal Prices	10 FF	Vote (K. Dolce)
	Education Station Fees	15 FF	Vote (H. Josephson)
	Budget Deliberations	45 FF	Disc. per Budget Timeline (P. Dello Russo)
	School Business Administrator	5 FF	Vote: budget transfer
	Class Fund Transfers	5 FF	Vote: reallocate \$ per DESE regulation
	Addition of Committee Meeting(s)	5 Chair	Vote
	Update on Charter School Legislation	5 Chair	Discussion
	Liaison Reports	5 Chair	Report: member participation

26-Apr	7:00 Minutes/Field Trip/Warrants Professional Development Plan: FY17 and Summer Institute MVMMS Program of Studies Secondary School Code of Conduct Personnel Planning Presentation of Budget Draft 3 and Budget Deliberations Education Station Fees Athletic, Activity, Music, and Other Fees Prepare for Superintendent End of Cycle Evaluation Charter School Letter of Advocacy Rolling Agenda Liaison Reports	5 Consent 20 EPP 15 EPP 5 EPP 20 EPP 45 FF 15 FF 20 FF 5 Chair 5 Chair 5 Chair 5 Chair	Vote Vote (Asst. Supt. Adams) Vote (Principal Conway) Report Report Discussion Vote (H. Josephson) Vote Report: timeline Vote Report Report: member participation
2-May	7:00 Joint Meeting of SC + Board of Aldermen on FY17 Budget	45 Chair	As required by law
10-May	7:00 Public Hearing on the Budget School Committee Spotlight - MHS Election Process of Student Representatives SEEM Update Mins/Fld Trips/Maint/Pers./Budget Summ/Warrants Plans for Summer: School, Enrichment, and Expectations ECC and Kindergarten Placement Report Secondary School Code of Conduct FY15 District Financial Audit (Annual) Rescinding of Class Balance Transfer Budget Deliberations (inc. Vote of Budget Categories) Facilities Construction Update: MHS and Hoover Liaison Reports Addition of School Committee Meetings	20 Chair 15 Supt 5 Supt 5 Supt 5 Consent 15 EPP 10 EPP 5 EPP 5 FF 5 FF 45 FF 15 FF 5 Chair 5 Chair	As required by law One school each month Report: as required by law Report Vote Report: credit recovery/summer work (spkrs) Report: enrollment and expected class sizes Vote Report Vote: based on new information Vote/Discussion Report: update (City Planner D. Gaffey) Report: member participation Vote
17-May	7:00 Strategy Overview FY17 Budget Deliberations and Vote	20 PP 90 FF	Discussion Final deliberation and vote
19-May	7:30 Presentation to BOA Appropriations Comm. on FY17 Budget	1.5 hrs Chair	Address and Q&A
24-May	6:45 Student Advisory Committee Meeting 7:00 Bridge Update Minutes/Warrants ES Handbook Approval Activity Fee Review Field Trip Policy Overarching Goals Review School Committee Calendar 2017 Rolling Agenda Liaison Reports ES - Collective Bargaining with MEA and Teamsters	15 Chair 15 Supt 5 Consent 20 EPP 10 FF 5 PP 20 Chair 10 Chair 5 Chair 5 Chair 30 Chair	Meeting Report: programming and volunteerism Vote Vote (spkrs) Vote Informational review Vote Vote: regular meetings Report Report: member participation xx
11-Jun	Presentation of Configuration of Instructional Programs Public Inquiry Session on Configuration of Instructional Programs	45 Supt 75 Chair	Space configuration options Q&A w/Supt.
14-Jun	6:30 ES - Contract Negotiations with MEA and Teamsters	30 Chair	xx

	7:00 Class of 2016 Update	15 Supt	Report: future plans of graduating class
	Staffing Updates	5 Supt	Report
	Mins/Maint/Pers/Budget Summ/Donations/Warrants	5 Consent	Vote
	iRaider Field Trip	5 Consent	Retroactive vote as noted on 5/24
	Foreign Language Final Program Review	45 EPP	Report: administrative review (spkrs)
	Field Trip Policy	5 PP	Vote: 1st reading
	Configuration of Instructional Programs	30 Chair	Discussion
	MHS Student Advisory Committee	5 Chair	Report: representatives for FY17
	SMART Goals for Committee and District	30 Chair	Vote
	Liaison Reports and Review	10 Chair	Report: member part./review positions
28-Jun	6:00 Legislators	45 Chair	Roundtable (Rep. Brodeur and Sen. Lewis)
	7:00 Minutes/Warrants/Field Trip Policy (2nd Rdg)	5 Consent	Vote
	Appointment of Advisory Committee on Sex Ed. Materials (SWAC)	5 EPP	Vote (ref. Ch. 71, Section 38O)
	Budget Process Reflection	5 FF	Discussion: review FY17 budget process
	Maintenance and Capital Improvements: Update and Plan	10 FF	Report: summer work plan (spkr)
	Rental Agreement Review	15 FF	Report: revisit contract and rates
	Enrollment Expectation: Fall 2016	10 PP	Report: based on current EOY enrollment
	Policy(ies)	5 PP	Informational review
	Configuration of Instructional Programs	30 Chair	Preliminary vote: space configurations
	Action Items from SMART Goals	20 Chair	Vote
	Superintendent End of Cycle Evaluation Progress Report	5 Chair	Discussion: Supt's presentation of report
	Superintendent End of Cycle Evaluation Templates	5 Chair	Discussion: expectations for members
	Action Item Progress Report	5 Chair	Report: progress, etc.
	Liaison Reports	5 Chair	Report: member participation
26-Jul	6:00 SIP Presentation by Supt	45 PP	Report: SIP presentations
	Configuration of Instructional Programs	5 Supt	Update on space configurations
	7:00 Mins/Fld Trips/Maint/Pers/Budg Summ/Wrnts/Rvlvg Accts	5 Consent	Vote
	End of FY16 Budget Report	15 FF	Report: end of year actuals
	Disposition of Surplus Materials (if necessary)	5 FF	Vote: approve surplus list
	Class of 2014 Balance Transfer	5 FF	Vote
	Policy(ies)	10 PP	Vote: 1st reading
	Superintendent End of Cycle Evaluation	15 Chair	Members submit completed eval forms
	Rolling Agenda	5 Chair	Report
	Liaison Reports	5 Chair	Report: member participation
23-Aug	7:00 Safe Routes to School (including signage)	5 Supt	Report
	Configuration of Instructional Programs	5 Supt	Update on space configurations
	Minutes/Fld Trips/Maint/Pers/Budget Summ/Wrnts/Policy (2nd Rdg)	5 Consent	Vote
	Attend. Officer+Harrassmt Officer+Nurses+Physician+Title IX+SRO	5 EPP	Vote: approve personnel
	Competency Based Education	45 EPP	Report: Task Force results
	Technology Plan Update	15 FF	Report: progress
	Summer Update (Financial)	10 FF	Report: enrollment and expenses
	Policy(ies)	5 PP	Informational review
	Strategy Overview	10 PP	Discussion + Vote FY17 plan
	Superintendent Evaluation Final Report	10 Chair	Vote
	Superintendent Salary	5 Chair	Report
	Superintendent Goal Setting Process and Expectations	10 Chair	Discussion
	Approve Site Council Election Processes	5 Chair	Vote: approve schools' plans
	Liaison Reports	5 Chair	Report: member participation

	Action Item Progress Report	5 Chair	Report: progress, etc.
30-Aug	7:00 Minutes/Warrants SEEM Update Configuration of Instructional Programs Opening Day Update ELA Midcycle Program Review Superintendent Goal Setting Liaison Reports	5 Consent 10 Supt 5 Supt 5 Supt 20 EPP 30 Chair 5 Chair	Vote Report Update on space configurations Report Report: administrative review (spkrs) Vote Report: member participation
13-Sep	6:45 HS Student Advisory Committee Meeting Emergency Plan Update Minutes/Fld Trips/Maint/Pers./Budget Summ/Warrants/Concussion Summer Facilities Work Policy(ies) Configuration of Instructional Program Student Representatives Committee Delegate to MASC Liaison Reports	15 Chair 5 Supt 5 Consent 10 FF 10 PP 45 EPP 5 Chair 5 Chair 5 Chair	Meeting Report: annual Vote Report: actions and completed work Vote: 1st reading Final vote: grade configurations Introduce new MHS reps Vote Report: member participation
???	Varied/Purposeful Meeting	90 Chair	??
27-Sep	7:00 School Choice Minutes/Warrants/Donations/Policies (2nd) Staffing Report Summer Update (Financial) Internet Safety Measures Policy(ies) Liaison Reports Action Item Progress Report	15 Chair 5 Consent 20 EPP 20 FF 10 PP 5 PP 5 Chair 5 Chair	Supt. proposal for FY18/public hearing Vote Report: staff changes, district actions/plans Report: summer programs Report from district and review of policies Informational review Report: member participation Report: progress, etc.
18-Oct	6:45 HS + MS Student Advisory Committee Meetings Mins./Fld Trips/Maint/Pers/Budget Summ/Wrnts/Rev. Accts.	15 Chair 5 Consent	Meeting Vote
25-Oct	7:00 School Committee Spotlight - ECC SWAC Annual Report Minutes/Warrants State-wide Test Results DESE Annual Report Budget Timeline and Process for FY18 Policy(ies) School Year Calendar: FY17-18 School Choice Vote Rolling Agenda Liaison Reports Action Item Progress Report	10 Supt 10 Supt 5 Consent 45 EPP 5 FF 20 FF 10 PP 10 PP 10 Chair 5 Chair 5 Chair 5 Chair	One school each month Report: goals, objectives, and progress Vote Report: Spring 2016 (spkrs) Report: FY16 Vote: budget timeline/process for FY18 Vote: 1st reading Vote Vote: Supt. proposal for FY18 Report Report: member participation Report: progress, etc.
15-Nov	6:00 Legislators (?) 7:00 School Committee Spotlight - Hoover Minutes/Fld Trips/Maint/Pers./Budget Summ/Wrnts/Pol. (2nd Rdg)	45 Chair 10 Supt 5 Consent	Roundtable One school each month Vote

	Enrollment FY17	15 EPP	Report: DESE, d'graphics, ath., METCO, etc.
	Technology Plan Update	20 FF	Report
	Plan for SC Self Assessment	15 PP	Review of process/documents
	Policy(ies)	5 PP	Informational review
	2017 Rolling Agenda and Meeting Schedule	10 Chair	Report
	Liaison Reports	5 Chair	Report: member part. in MASC Conference
22-Nov	6:45 HS Student Advisory Committee Meeting	15 Chair	Meeting
	SEEM Update	10 Supt	Report
	Minutes/Warrants	5 Consent	Vote
	EOY Subcommittee Reports	10 Each	Report: subcommittee results from 2016
	Melrose Master Plan - School Facilities	20 FF	Report: Melrose Forward results
	Committee Self-Evaluation	30 PP	Conduct evaluation
	Policy(ies)	10 PP	Vote: 1st reading
	Plan for FY17 Superintendent Evaluation	10 Chair	Present process for FY16 evaluation
	Liaison Reports	5 Chair	Report: member participation
	Action Item Progress Report	5 Chair	Report: progress, etc.
???	Varied/Purposeful Meeting	90 Chair	??
13-Dec	Vote for SC Chair and Vice-Chair	10 Chair	Vote
	School Committee Spotlight - HM	10 Supt	One school each month (spkrs)
	Mins/Fld Trips/Maint/Pers./Budget Summ/Wrnts/Dons./Pol. (2nd	5 Consent	Vote
	\$ Maximums for Student Activity Checking Accts	5 FF	Vote
	Technology Plan Update	15 FF	Report: progress
	Strategy Overview	15 PP	Report: progress
	Executive Summary of SC Self Evaluation and Recommendations	10 PP	Vote
	Data Presentations	10 Chair	Vote: annual review (ref. 12/8/15 mtg.)
	Liaison Reports	5 Chair	Report: member participation
	Action Item Progress Report	5 Chair	Report: progress, etc.

Notes:

Consent Agenda: Minutes, Field Trips, Warrants, Monthly Budget Summary, Personnel Report, Maintenance Report

Donations Accepted: quarterly + >\$5000 in Consent Agenda

HS Student Reps (Ch. 71 Section 38M): Every other meeting during school year; MS Student Reps: Collaborative decision to encourage student participation: 3x/yr

Policy Review Cycle: Informational review (in subcomm), 1st reading (in subcomm), 2nd reading (in Consent)

Rolling Agenda: quarterly

SEEM Updates + Student Activity Checking Accounts: quarterly

Strategy Overview: 3x/yr.

Technology Updates: 3x/yr.

***** Use Data Presentations Analysis (12/8/15) to identify the report(s) that align(s) with agenda items.**

Jan, 2017	6:45 Students	15 Chair	Meeting
(1st mtg)	7:00 MPS School Committee Spotlights - Lincoln	10 Supt	One school each month
	Formal Election of SC Chair and Vice-Chair	5 Supt	Vote
	Election of Signer of Payroll Warrants	5 Supt	Vote
	Minutes/Field Trips/Maint/Personnel/Budget	5 Consent	Vote
	BOY Subcommittee statements	15 Each	New subcommittee chairs' plans for the year
	Subcommittee Assignments and Liaison Positions	5 Chair	Announce subcomms and vote on liaison
	SC Norms	30 Chair	Discussion

Liaison Reports
Action Item Progress Report

5 Chair Report: member participation
5 Chair Report: progress, etc.