

Masconomet Regional School District School Committee
Wednesday, August 26, 2026, 5:30 PM
2nd Floor Community Classroom, Town Hall & Community Center
105 S Main Street, Middleton, MA 01949
School Committee Retreat Meeting

Official Posting: 08-24-2026 12:50 PM

Purpose

To orient members to their governance role, establish working expectations with the Superintendent and central office team, and set the Committee's goals and priorities for the year.

Intended Outcomes

- Shared understanding of School Committee roles, responsibilities, and legal obligations.
- Agreed-upon norms for communication, information requests, and meeting operations.
- A draft set of annual Committee goals with owners, measures, and timelines.

Note on Preparation

Given the compressed timeframe, the materials listed at the end will be distributed in advance. Members are asked to review them beforehand, so session time is used for discussion, not presentation.

5:30 p.m. | Welcome and Call to Order | 10 min

- Call to order
- Review of purpose, agenda, and time discipline for the evening.
- Working norms for the session.

5:40 p.m. | Session 1: Onboarding — Roles, Responsibilities, and Open Meeting Law | 50 min

Lead: Alicia Mallon, MASC

A. Governance Framework and Roles (20 min)

- Statutory authority of School Committee: budget, policy, and hiring/evaluating the Supt.
- Governance and administration; what belongs to the Committee vs. the Supt.
- The Committee acts as a body; the limits of individual member authority.

B. Open Meeting Law and Public Records (25 min)

- What constitutes a meeting, quorum, and deliberation, including serial email and text.
- Posting requirements, agenda specificity, and the 48-hour notice rule.
- Permissible executive session purposes and the procedure for entering one.
- Minutes and public records: content, approval, and retention on personal devices.
- Public comment parameters and the Chair's role.

- Brief scenario walkthroughs of common violations.

C. Onboarding Follow-Ups (5 min)

- Confirm required training, and policy manual review.

6:30 p.m. | Session 2: Central Office Relationship | 55 min

Lead: Superintendent

A. First 30-Day Updates and Requests (15 min)

- Superintendent's Entry Plan preview.
- Superintendent's requests of the Committee: decisions needed and timelines.
- Committee's requests of the Superintendent: information needs and reporting cadence.

B. Communications Preferences and Protocols (10 min)

- Preferred channels and response times for routine, urgent, and after-hours matters.
- Member questions route through the Chair and Superintendent, not directly to staff.
- Spokesperson guidelines, social media expectations, and confidentiality.

C. Budget Process and Calendar (15 min)

- Revenue sources, major cost drivers, and fixed obligations at a glance.
- Budget process: what will start, stop, change?; And Committee's role

D. School Committee Meeting Operations (15 min)

- Packet distribution timeline and expectations for advance preparation.
- What to expect going forward; what will start, stop, change?

7:25 p.m. | Break — 10 minutes

7:35 p.m. | Session 3: Goal Setting — Priorities and Outcomes for the Year | 45 min

Lead: Timekeeper, with Chair and Superintendent

A. Grounding and Priority Identification (20 min)

- Prior-year goal progress.
- Individual reflection: what must be true at the end of this year?
- Facilitated surfacing and clustering of proposed priority areas.
- Narrow to three to five priorities within the Committee's authority/district's capacity.

B. Drafting Goals and Outcomes (20 min)

- Convert each priority into a goal statement with a clear intended outcome.
- Define measures of success, data sources, and reporting checkpoints.
- Distinguish Committee goals from Superintendent goals and describe how they connect.
- Assign responsibility and set milestones on the meeting calendar.

C. Consensus Check (5 min)

- Straw poll on the draft goal set and identification of any unresolved items.

8:20 p.m. | Closing: Next Steps and Adjournment | 10 min

- Recap of agreements and norms adopted this evening.
- Action items with owners and due dates.
- Process and timeline for formal adoption of goals at a regular meeting.
- Motion to adjourn.

Materials to Distribute in Advance

- [School Committee policy](#)
- [MASC Onboarding materials](#) - Overview only; slides will be shared
- [NEASC Report](#)
- [Superintendent's Entry Plan](#)
- [Superintendent's NSIP Recommended Goals](#)
- [Strategic plan](#)
- [Draft annual meeting calendar](#)
- [Subcommittee assignments](#)