

APPROVED

9-11-23

**DENNIS-YARMOUTH REGIONAL SCHOOL DISTRICT**  
**Minutes of a School Committee Workshop Meeting**  
Monday, August 7, 2023

A Dennis-Yarmouth Regional School Committee Workshop meeting was held on Monday, August 7, 2023, at the Dennis-Yarmouth Intermediate/Middle School in South Yarmouth, Massachusetts.

Members Present: Jeni Landers, Chairperson; Jennifer Rose, Vice Chairperson; Marilyn Bemis, Secretary; Tomas Tolentino, Treasurer; Joseph Tierney; Phillip Morris; and Joe Glynn.

Others Present: Dr. Marc Smith, Superintendent of Schools; Eileen Whalen, Recording Secretary to the School Committee; Tracy Novick, Field Director, Massachusetts Association of School Committees.

At 5:08 p.m., Jeni Landers, Chairperson, called the meeting to order.

**Reports**

Superintendent Report – Dr. Marc J. Smith

Entry Plan: Dr. Smith referenced his draft Superintendent Entry plan which had been previously distributed to the Committee. He will present the Entry Plan at a September School Committee meeting and is seeking feedback from the Committee within the next 2 weeks if at all possible. The plan includes a timeline, meetings, formalized groups, administrative team, community ties/stakeholder groups, and direction.

School Committee 2023-2024 Meeting Schedule: The Committee reviewed the 2023-2024 School Committee Meeting schedule.

**Massachusetts Association of School Committees Workshop**

Tracy Novick, Field Director

Ms. Novick stated that there are three priorities for the workshop:

1. Common Understanding
2. Communication
3. Moving Forward Together

One of the many topics discussed was the School Committee meeting agenda and how it is created. The Superintendent Evaluation process was discussed; Tracy said that information that is gathered throughout the course of the year should inform the process. Other topics included the school committee packet, email protocol, and that decisions are made at the committee table. The ten reasons for executive session were discussed. School Committee meeting set-up was discussed as well as the length of meetings and the use of technological devices. When emailing the superintendent it is helpful to copy the School Committee Chair as well as Eileen. Several members commented positively on the makeup of the current Committee. If a School Committee member plans to visit a school, it would be appreciated if they were to notify the superintendent. Mr. Tolentino followed up on this, saying that as a member of the PTO that role is very different

from his role as a School Committee member. Superintendent Smith said he believes in the chain of command and that if an issue comes to him it should have first gone through proper channels. The committee then discussed communication.

The superintendent then discussed setting goals, the superintendent evaluation process, and the strategic plan for the district. Tracy Novick shared the proper procedure for conducting the superintendent evaluation; that it should be an ongoing collaborative process throughout the year.

### **School Committee Business**

On a motion by Phillip Morris, seconded by Marilyn Bemis, and carried unanimously 7-0 it was

VOTED: To approve the following items as presented in the Consent Agenda:

#### **Donation:**

Move to accept a donation of \$310.00 to the Natty Fund given in memory of Dr. Paul Funk as per Ms. Bennett's July 20, 2023 memo.

#### **Surplus:**

Move to declare as surplus a Sony speaker system as per Mr. Crowell's July 26, 2023 memo.

#### **Minutes**

June 29, 2023

July 17, 2023

#### **Bills, Requisitions and Payroll**

The warrants were signed by the committee.

#### **Calendars**

The upcoming calendars were shared with the members. The next school committee meeting is scheduled for September 11, 2023 at 6:30 p.m.

#### **Adjournment**

At 6:57 p.m., on a motion by Joseph Tierney, seconded by Marilyn Bemis, and carried unanimously 7-0; it was

VOTED: To adjourn the meeting.

Minutes recorded and prepared by,

  
Eileen M. Whalen, Assistant Secretary