**School Committee – Superintendent Collaboration**

**BEGINNING THE WORK TOGETHER**

A MASC-MASS/NSIP COLLABORATION

**Objectives**

The objectives of the workshop are to begin building a partnership between the superintendent and the school committee, to help the superintendent learn about the district and help the committee learn about the NSIP, and to plan what the team would like to accomplish in the first year.

**Operating Protocols**

The first part of the workshop focuses on building common understandings about how the group will work together and how it will communicate with each other and with other district stakeholders. Through establishing or reviewing existing Operating Protocols, the team can discuss the many grey areas that can exist in carrying out its responsibilities. Developing agreements about the “how” of the work enables the team to concentrate on “what” needs to be done to drive student achievement in the district.

**Goal Setting**

Discussing the current context is a very important part of the goal setting discussion. Through this discussion, the new superintendent can gain an understanding of the committee’s perspective on the current issues and priorities in the district, as well as the status of existing goals and plans. In addition, the superintendent may gain perspective on the committee’s expectations for his/her first year. This will contribute to the information gathered by the superintendent in developing an entry plan.

Conversely, the committee will learn about the work the superintendent will be engaged in as part of the New Superintendent Induction Program. Members will learn about the content days and coaching aspects of the program as well as the work products that the superintendent will be producing for the district. The governance team will have the opportunity to discuss how participation in the NSIP will coincide with and inform the work of the superintendent during his/her first years in the district. The superintendent and the committee can decide how the committee can stay informed about the superintendent’s progress as s/he develops the Entry Findings and the District Improvement Plan.

With these common understandings, the team can begin to craft goals for the first year of the new superintendent’s tenure. In addition, the team can discuss how the work of the first year can lay the groundwork for district progress in future years.

**Monitoring Progress**

After discussing goals, the team will discuss how progress will be monitored by deciding how and when the superintendent goals for the first year will be finalized. In addition, the team will begin developing a year-long agenda to monitor progress and to help build the evidence toward accomplishing the goals.

**Facilitators**

The workshop will be led by an MASC facilitator and supported by the NSIP coach. The facilitator and coach will consult with the superintendent and the chair prior to the workshop to gain a basic understanding of district context, enabling them to lead a workshop tailored to the district.

**Interested?** Contact **Dorothy Presser** at [dpresser@masc.org](mailto:dpresser@masc.org)

**School Committee-Superintendent Collaboration**

**SAMPLE WORKSHOP AGENDA**

1. **Ice-breaker/Get-to-Know Exercise** **& Workshop Preview** (20 minutes)

1. **Operating Protocols** (60 minutes)

Roles & Responsibilities (10 minutes)

Contrast Roles of School Committee & Superintendent

Context

What are the formal/informal protocols already in place?

What works well?

Where is there need for change/improvement?

Grey Areas

What are the grey areas in this district?

In addition, touch on:

Access to superintendent, staff

Access to schools (visits)

Information requests

Constituent communication/Chain of communication

E-mail responses

Confidential information

Scope of Chair Role/Responsibility

Commit to common expectations (Operating Protocols)

1. **Goal Setting** (60 minutes)

Context

What documents are already in place?

What are the top student achievement issues in the district?

What does the committee see as current priorities?

Why did you hire *this* superintendent?

What did you hope s/he would bring to the district?

Where do you want to be a year from now?

Year One – Laying the Groundwork for Future Years

What does the Superintendent want to accomplish in Year one?

How will the NSIP work inform/affect Year One work?

How will the committee stay informed about NSIP work?

How will the superintendent and committee ensure coordination?

1. **Monitoring Progress** (30 minutes)

How & when will Superintendent Goals for Year One be finalized?

What evidence/reporting for monitoring progress will occur?

Build Year-long agenda

1. **Sustaining Progress** (10 minutes)

Mid-Year Check-in

Annual Workshop