

## SECTION B

### BOARD GOVERNANCE AND OPERATIONS

- ~~BA—SCHOOL COMMITTEE STRATEGIC OBJECTIVES (G)~~
- BA SCHOOL COMMITTEE OPERATIONAL GOALS (MASC) **keep w/edit**
- ~~BAA—SELF-EVALUATION OF SCHOOL COMMITTEE PERFORMANCE (G)~~
- BAA EVALUATION OF SCHOOL COMMITTEE OPERATIONAL PROCEDURES (MASC) **in w/edit**
- BB SCHOOL COMMITTEE LEGAL STATUS (G) **with updates**
- ~~BB—SCHOOL COMMITTEE LEGAL STATUS (MASC)~~
- ~~BBA—SCHOOL COMMITTEE POWERS AND DUTIES (G)~~
- BBA SCHOOL COMMITTEE POWERS AND DUTIES (MASC) **keep with update**
- BBA SCHOOL COMMITTEE MEMBER AUTHORITY **keep with MASC suggested changes & updates**
- ~~BBBA SCHOOL COMMITTEE MEMBER QUALIFICATIONS/OATH OF OFFICE (G)~~
- BBBA/ SCHOOL COMMITTEE MEMBER QUALIFICATIONS/  
BBBB OATH OF OFFICE (MASC)
- BBBC SCHOOL COMMITTEE VOLUNTARY RESIGNATION (G) **keep with update**
- ~~BBBC SCHOOL COMMITTEE MEMBER RESIGNATION (MASC)~~
- BBBE UNEXPIRED TERM FULFILLMENT (G) **keep with update**
- ~~BBBE UNEXPIRED TERM FULFILLMENT (MASC)~~
- BCA SCHOOL COMMITTEE MEMBER ETHICS **keep with updates**
- BDA SCHOOL COMMITTEE ORGANIZATIONAL MEETING (G)
- BDA SCHOOL COMMITTEE ORGANIZATIONAL MEETING (MASC)
- BDB SCHOOL COMMITTEE OFFICERS (G) **Keep with updates**

~~BDB SCHOOL COMMITTEE OFFICERS (MASC)~~

BDC APPOINTED COMMITTEE OFFICIALS **Keep**

BDD SCHOOL COMMITTEE-SUPERINTENDENT RELATIONSHIP **Keep with update**

~~BDE SUBCOMMITTEES OF THE SCHOOL COMMITTEE (G)~~

BDE SUBCOMMITTEES OF THE SCHOOL COMMITTEE (MASC) **Keep with updates**

BDF ADVISORY COMMITTEES TO THE SCHOOL COMMITTEE **Keep**

BDFA SCHOOL COUNCILS **Keep with update**

~~BDFA-E-1 SCHOOL IMPROVEMENT PLAN (G)~~

BDFA-E-1 SCHOOL IMPROVEMENT PLAN (MASC) **Keep**

~~BDFA-E-2 SUBMISSION AND APPROVAL OF THE SCHOOL IMPROVEMENT PLAN (G)~~

BDFA-E-2 SUBMISSION AND APPROVAL OF THE SCHOOL IMPROVEMENT PLAN (MASC) **Keep**

~~BDFA-E-3 CONDUCT OF SCHOOL COUNCIL BUSINESS (G)~~

BDFA-E-3 CONDUCT OF SCHOOL COUNCIL BUSINESS (MASC) **Keep (only difference is updated reference to OML Chapter 30A)**

~~BDG SCHOOL ATTORNEY (G)~~

BDG SCHOOL ATTORNEY (MASC) **Keep with update**

BE SCHOOL COMMITTEE MEETINGS **Keep with update to legal reference**

~~BEC EXECUTIVE SESSIONS (G)~~ **needed to be updated to reflect 2010 OML updates and clarity of purposes for ES**

BEC EXECUTIVE SESSIONS (MASC) **Keep includes 2010 OML updates**

~~BEDA NOTIFICATION OF SCHOOL COMMITTEE MEETINGS (G)~~ **Needed to be updated to reflect 2010 OML updates**

BEDA NOTIFICATION OF SCHOOL COMMITTEE MEETINGS (MASC) **Keep includes 2010 OML updates**

**BEDB** AGENDA FORMAT (G) **Keep with updates**

~~**BEDB** AGENDA FORMAT (MASC)~~

**BEDB-E** AGENDA FORMAT (G) **Hold – Jordana will provided updated**

~~**BEDB-E** AGENDA FORMAT (MASC)~~

**BEDD** SCHOOL COMMITTEE RULES OF ORDER **Keep**

~~**BEDF VOTING METHOD (G)**~~

**BEDF VOTING METHOD (MASC) Keep with update (MASC’s included voting method for executive session – also adds Greenfield specific language on remote participation.)**

\* What are the permissible reasons for remote participation?

Once remote participation is adopted, any member of a public body may participate remotely only if physical attendance would be unreasonably difficult.

~~**BEDG MINUTES (G)**~~

**BEDG MINUTES (MASC) Keep with update that reflects subcommittee meetings.**

**BEDH PUBLIC COMMENT AT SCHOOL COMMITTEE MEETINGS Okay with changes**

**BEDH-E** GUIDELINES FOR PUBLIC COMMENT **okay with change**

**BEE** SPECIAL PROCEDURES FOR CONDUCTING HEARINGS

**BG** SCHOOL COMMITTEE POLICY DEVELOPMENT **okay with change**

~~**BGB** POLICY ADOPTION (G)~~

**BGB** POLICY ADOPTION (MASC)

**BGC** POLICY REVISION AND REVIEW (G)

~~**BGC** POLICY REVISION AND REVIEW (MASC)~~

**BGD** SCHOOL COMMITTEE REVIEW OF REGULATIONS (G) **keep with change**

~~**BGD** SCHOOL COMMITTEE REVIEW OF PROCEDURES (MASC)~~

**BGE** POLICY DISSEMINATION **okay with change**

**BGF SUSPENSION OF POLICIES**

**BHC SCHOOL COMMITTEE-STAFF COMMUNICATIONS**

**BHE USE OF ELECTRONIC MESSAGING BY SCHOOL COMMITTEE MEMBERS (G) okay with change**

~~**BHE USE OF ELECTRONIC MESSAGING BY SCHOOL COMMITTEE MEMBERS (MASC)**~~

**BIA NEW SCHOOL COMMITTEE MEMBER ORIENTATION (G)  
\*hold for review at next meeting.**

**BIA NEW SCHOOL COMMITTEE MEMBER ORIENTATION (MASC)**

**BIBA SCHOOL COMMITTEE CONFERENCES, CONVENTIONS, AND WORKSHOPS (G) okay with change**

~~**BIBA SCHOOL COMMITTEE CONFERENCES, CONVENTIONS, AND WORKSHOPS (MASC)**~~

**BID SCHOOL COMMITTEE MEMBER COMPENSATION AND EXPENSES  
okay with change**

**BJ SCHOOL COMMITTEE LEGISLATIVE PROGRAM okay with change**

**BK SCHOOL COMMITTEE MEMBERSHIPS**

**Unless otherwise noted – yes to all the he/she to their, etc. Thanks!**

## **SCHOOL COMMITTEE STRATEGIC OBJECTIVES**

~~The School Committee is ultimately responsible for the long-term health, quality, and sustainability of the school district and its students. Included within this responsibility are the necessities of sound fiscal management, long-term planning, educational goals, policy development and evaluation, facilities management, and integration with city government. This requires a comprehensive perspective beyond attention to immediate problems.~~

~~The School Committee's primary responsibility is to establish strategic objectives for the district to maximize the educational achievement of our students. The Committee is also charged with establishing annual goals for the superintendent and itself in pursuit of those strategic objectives. The Committee is also responsible for wise management of resources available to the school system.~~

~~The Committee must fulfill these responsibilities by functioning primarily as a legislative body to formulate and adopt policy, by selecting an executive officer to implement policy, and by evaluating the results. It must carry out its functions openly, while seeking the comments of public, students, and staff in its decision-making processes.~~

~~In accordance with these principles, the Committee through its mode of operation, shall pursue the following objectives:~~

- ~~1. To formulate, review, revise, and rescind, as needed, Committee policies and objectives which best serve the educational interests of students in Greenfield and the school system as a whole.~~
- ~~2. To work with the Superintendent annually to create operational goals based on those policies and objectives, consistently using clear qualitative and quantitative metrics to evaluate progress.~~
- ~~3. To provide guidance and feedback to the superintendent when needed.~~
- ~~4. To maintain effective two-way communication with the public, the staff, and students in order to maintain awareness of attitudes, opinions, desires, and ideas.~~
- ~~5. To conduct Committee business openly, except where deemed necessary, as permitted by law, to utilize the advantages of executive session.~~

Draft: 4-5-05

Adopted 4-27-05

Reviewed by Policy Subcommittee: 9/16/09 and 12/22/09

First Reading for revision, April 8, 2010; April 22, 2010 Second Reading and adoption

Reviewed by Policy Subcommittee 2.3.2016 and 3.2.2016

1<sup>st</sup> Reading for wording 2.9.2016

2<sup>nd</sup> Reading for Adoption by School Committee 3.9.2016

SOURCE: Greenfield

***Greenfield Public Schools***



## SCHOOL COMMITTEE OPERATIONAL GOALS

The School Committee is responsible to the people for whose benefit the school district has been established. The Committee's current decisions will influence the course of education in our schools for years to come. The Committee and each of its members must look to the future and to the needs of all people more than the average citizen finds necessary. This requires a comprehensive perspective and long-range planning in addition to attention to immediate problems.

The School Committee's primary responsibility is to establish **those conditions which will support the educational achievement of our students** ~~those purposes, programs, and procedures that will best produce the educational achievement needed by our students.~~ The Committee is charged with accomplishing this while also being responsible for wise management of resources available to the school district. The Committee must fulfill these responsibilities by functioning primarily as a legislative body to formulate and adopt policy, by selecting an executive officer to implement policy, and by evaluating the results. It must carry out its functions openly, while seeking the comments of public, students, and staff in its decision-making processes.

In accordance with these principles, the technique will involve:

1. Periodically setting performance objectives for the School Committee itself and evaluating their accomplishment.
2. Setting objectives for performance for each position and function in the system.
3. Allowing the people responsible for carrying out objectives to have a role in setting them.
4. Establishing practical and simple goals.
5. Conducting a concrete and periodic review of performance against these goals.

SOURCE: MASC

**~~NOTE: This category is for goals the School Committee sets for its own operations in contrast to goals set for the school district, instruction, etc. The policy may relate to the process of goal setting or may set forth the operational goals established, as in the policy above.~~**

## ~~SELF EVALUATION OF SCHOOL COMMITTEE PERFORMANCE~~

~~The School Committee will self-evaluate using a continuous improvement model based on the Massachusetts Association of School Committees (MASC) professional standards, on an annual basis. The self-evaluation will take place prior to or immediately following the superintendent evaluation. The Committee may also decide to schedule the annual self-evaluation at another time if the majority votes to do so.~~

~~The following areas of School Committee operations and relationships will be the basis of the Committee's self-evaluation:~~

- ~~1. Communication with the Superintendent, Committee members, school personnel and the public~~
- ~~2. School Committee/Superintendent Relationships~~
- ~~3. School Committee member commitment to professional development,~~
- ~~4. School Committee member ethics and commitment to roles and responsibilities.~~
- ~~5. Policy development~~
- ~~6. Educational leadership~~
- ~~7. School Finance and Budget~~
- ~~8. School Committee and subcommittee meeting organization, administration, attendance and conduct of members and committee officers~~
- ~~9. Performance of subcommittees of the School Committee~~
- ~~10. Interagency and governmental relationships (DESE, auditors, Collaboratives, etc.)~~
- ~~11. Strategic planning and support of student achievement~~
- ~~12. School law and collective bargaining (Massachusetts general laws, Federal Law)~~

~~When the Committee has completed its self-evaluation, the members will discuss the results by affirming, adding and/or revising, as needed, its forward-moving goals and objectives.~~

~~The School Committee believes that self-evaluation is as important to the school district as is the superintendent evaluation. The Committee's performance will be improved if it fosters a culture of self-awareness and improvement both individually and collectively.~~

~~Draft 4.5.05~~

~~Adopted: 4.27.05~~

~~Policy subcommittee reviewed: 9.16.09 Adopted: 4.22.10~~

~~Revised for first reading: 2.16.12 Second Reading and adoption 4.19.12~~

~~Policy subcommittee reviewed 4.6.16; 1<sup>st</sup> reading 5.11.16;~~

~~2<sup>nd</sup> reading and adoption by School Committee 06.08.16~~

~~SOURCE: Greenfield~~

## EVALUATION OF SCHOOL COMMITTEE OPERATIONAL PROCEDURES

~~The School Committee will periodically establish realistic objectives related to Committee procedures and relationships. At the end of a specified length of time, the Committee will measure its performance against the stated objectives.~~

The following areas of School Committee operations and relationships are representative of those in which objectives may be set and progress appraised:

1. Communication with the public
2. School Committee - Superintendent relationships
3. School Committee member development and performance
4. Policy development
5. Educational leadership
6. Fiscal management
7. School Committee meetings
8. Performance of subcommittees of the School Committee
9. Interagency and governmental relationships
10. Ethics and commitments to roles and responsibilities

When the Committee has completed its self-evaluation, the members will discuss the results in detail and formulate a new series of objectives. At the same time, the Committee will set an approximate date on which the next evaluation will be conducted.

Implied in the concept of evaluation is an assumption that individuals and Committees are capable of improvement. The School Committee believes that its performance will be improved if evaluation is carried out systematically in accordance with good planning, conscientious follow-through, and careful assessment of results.

SOURCE: MASC

## SCHOOL COMMITTEE LEGAL STATUS

State law supports a city's charter in determining membership and terms of office (M.G.L. Ch. 41, S. 1)

The School Committee is the governing board of the public school system. Although it functions as a duly elected Committee of city government, the School Committee is, unlike other city departments, autonomous. It is authorized within limitations established by the Commonwealth of Massachusetts to carry out the educational policies of the state and guide the educational process.

Established by charter of the City of Greenfield and supported by state law M.G.L. Article 4 – Section 41:

### School Committee

- a. Composition, Term of Office – There shall be a School Committee, which shall consist of seven (7) members. Six (6) of these shall be nominated and elected by and from the voters of the Town at large. The Mayor shall serve, by virtue of office, as the ~~ninth~~ **seventh** member of the School Committee with all the same powers and duties as the members elected by the voters as School Committee members.
- b. Term of Office – The term of office for the six (6) persons elected by the voters as School Committee members shall be for three ~~(3)~~ **(4) four** years each, with staggered terms, beginning on the first business day of ~~July~~ **July** after the Annual City Election and until their successors have been qualified.
- c. State law supports a city's charter in determining membership and terms of office (M.G.L. Ch. 41, §1).
- d. **Compensation for the (6) persons selected is as dictated by City Charter, Article 4 Section 4-4.**

LEGAL REFS.: M.G.L. 41:1 and 71:37 specifically, but powers and duties of School Committees are established throughout the General Laws of Massachusetts Relating to School Committees

CROSS REFS.: City of Greenfield Charter  
AA, School District Legal Status  
BBA, School Committee Powers and Duties

Draft: 4-5-05

Adopted 4-27-05

Reviewed by Policy Subcommittee Mar. 9, 2010

April 8, 2010 First Reading for revision

April 22, 2010 Second Reading for adoption

April 22, 2010 Adopted

SOURCE: Greenfield

## SCHOOL COMMITTEE LEGAL STATUS

~~The School Committee is the governing board of the town's public school district. Although it functions as a duly elected Committee of town government, the School Committee has, unlike other town boards, autonomous and absolute authority within limitations established by the Commonwealth of Massachusetts to carry out the educational policies of the state and guide the educational process.~~

~~Established by law~~

~~SOURCE: MASC~~

~~LEGAL REFS.: M.G.L. 41:1 and 71:37 specifically, but powers and duties of School Committees are established throughout the General Laws of Massachusetts Relating to School Committees~~

~~CROSS REFS.: AA, School District Legal Status  
BBA, School Committee Powers and Duties~~

~~**NOTE: A statement under this code is usually statutory and informational in nature, not a "policy" in the strict sense of the word. Include under this code the number of School Committee members and the length of a regular term.**~~

~~Town or city charters and ordinances often establish the composition of the School Committee and set forth provisions for the election of Committee members. Such details should be incorporated into a statement in this category. References to the pertinent section(s) of the charter or ordinances should be added to the legal references as was done with the policy above.~~

~~Regional school districts are created in accordance with state law and the regional agreement approved by the member towns. Therefore, a policy on the legal status of a regional School Committee would be different from the sample policy above. At this code, regional school districts often include the number of members elected from each town and the term of office. Pertinent sections of the regional agreement are often cited with the legal references, which, in the case of a regional school district, would include M.G.L. 71:14B and 71:16A. A policy in this area for a School Committee that is a member of a superintendency union also would vary from the above sample. A reference to M.G.L. 71:63 would be required. The cross references are to related codes in the NEPN classification system.~~

## SCHOOL COMMITTEE POWERS AND DUTIES

The School Committee has all the powers conferred upon it by state law and must perform those duties mandated by the state.

The school committee has oversight of and responsibility for the school system, sets the direction in which the system must go, and establishes criteria to determine if its goals and policies are being met.\*

These duties include the responsibility and right to determine policies and practices and to employ a staff to implement its directions for the proper education of the children of the community.

The Committee takes a broad view of its functions. It sees them as:

1. **Legislative or Policymaking.** The Committee is responsible for the development of policy as guides for administrative action and specific policy requirements imposed by state and federal law. It is responsible for employing a Superintendent who will implement its policies.
2. **Appraisal and Training.** The Committee is responsible for evaluating the effectiveness of its functioning and policies and their implementation. It is responsible for assuring new members have orientation (Ch. 71, 36A, 2002). The Committee adopts the professional development plan for all principals, teachers and other professional staff employed by the district, updates the plan annually, and sets forth a budget for professional development (MGL 71; 38Q).
3. **Provision of Financial Resources.** The Committee is responsible for review and approval of budgets for public education in the district (MGL 71:37) and to determine expenditures within the total appropriation voted by the city. The School committee is responsible for adoption of a budget that will enable the school system to carry out the Committee's policies. The school committee is the body responsible for approving and transmitting school department expenditures by signing bill warrants to the municipal accountant for the drawing of warrants, with all bills and other documents approved by the committee for the releasing of public funds.
4. **Public Relations.** The Committee as a whole and through its agents is responsible for keeping the local citizens and other stakeholders informed about the schools and for keeping itself and the school staff informed about the needs and wishes of the public.
5. **Educational Planning and Evaluation.** The Committee is responsible for establishing educational goals and policies, consistent with the requirements of law and statewide standards established by the Board of Education that will guide the Committee and staff for the administration and continuous improvement of the educational programs provided by the School District. (MGL 71:37)
6. **District Schools and Programs.** The committee is responsible for reviewing and approving district schools or demonstration programs, including district, magnet, charter, virtual, innovation, regional and educational collaborative schools.

- ~~7. **Buildings, Grounds, and Temporary Accommodations.** The committee is responsible for general management and conduct of the public schools of the city and property pertaining thereto, and for providing temporary accommodations, as needed (MGL 43:33 and 71:16 through 71:16I).~~
- ~~8. **Collective Bargaining.** The school committee's status as the "employer" for collective bargaining purposes remains unaltered by Education Reform (MGL Chapter 150E:1).~~
- ~~9. **Hiring/Staffing.** The school committee has hiring authority for the particular positions of superintendent, assistant/associate superintendents, school business administrator, administrator of special education, school physicians, registered nurses, legal counsel, and supervisors of attendance including interim appointments. (MGL 71:37, 37E; 37F, 41, 53, 59; 71B; 76:19). The school committee under the certification statute has authority to "prescribe additional qualifications" for educator positions, beyond basic certification (MGL 71:59B).~~
- ~~10. **Determining Levels of Compensation.** The school committee establishes policies on levels of compensation, including benefits, for school principals and for other administrators and personnel not assigned to particular schools (MGL 71:59B).~~
- ~~11. **Business/Finance.** The school committee has the responsibility to accept grants and gifts for educational purposes (71:37A), create annuity accounts for employees (71:37B), and authorize prepayment of tuition for a period not to exceed three (3) months to any private school or approved program (71:71D).~~

LEGAL REFS.: — M.G.L. 71:37 specifically, but powers and duties of School Committees are established throughout the Massachusetts General Laws amended by St. 1993, Ch. 71, § 37  
M.G.L. 43, § 33.  
Greenfield Charter, Article 4, pg.17-18

\*Department of Elementary and Secondary Education, Advisory on School Governance

CROSS REF.: — BB, School Committee Legal Status

Draft: 4-5-05

Adopted 4-27-05

Reviewed by Policy Subcommittee March 9, 2010 April 8, 2010, First Reading for revision March 24, 2011, Second Reading and Adoption.

2016 policy subcommittee review 2.3.2016 and 3.2.2016.

1<sup>st</sup> Reading for school committee 3.9.2016;

2<sup>nd</sup> Reading/Adoption 4.13.2016

SOURCE: Greenfield

## SCHOOL COMMITTEE POWERS AND DUTIES

The School Committee has all the powers conferred upon it by state law and must perform those duties mandated by the state. These include the responsibility and right to determine policies and practices and to employ a staff to implement its directions for the proper education of the children of the community.

The Committee takes a broad view of its functions. It sees them as:

1. **Legislative or policymaking.** The Committee is responsible for the development of policy as guides for administrative action and for employing a Superintendent who will implement its policies.
2. **Appraisal.** The Committee is responsible for evaluating the effectiveness of its policies and their implementation.
3. **Provision of financial resources.** The Committee is responsible for adoption of a budget that will enable the school district to carry out the Committee's policies.
4. **Public relations.** The Committee is responsible for providing adequate and direct means for keeping the local citizenry informed about the schools and for keeping itself and the school staff informed about the needs and wishes of the public.
5. **Educational planning and evaluation.** The Committee is responsible for establishing educational goals and policies that will guide the Committee and staff for the administration and continuing improvement of the educational programs provided by the School District.

### **Regarding Personnel Matters:**

The Superintendent shall be appointed by vote of the Committee and shall directly report to the Committee as provided by law and perform all the duties that are prescribed by law and such other duties, not inconsistent thereto, as a majority of the Committee may direct.

The School Committee shall appoint, upon the recommendation of the Superintendent, Assistant/Associate/Deputy Superintendent(s), School Business Administrator, Special Education Administrator, School Physician, School Nurses, and Supervisor of Attendance. Such positions shall not report directly to the School Committee.

SOURCE: MASC July 2016

LEGAL REF.: M.G.L. [71:37](#) specifically, but powers and duties of School Committees are established throughout the Massachusetts General Laws.

CROSS REF.: [BB](#), School Committee Legal Status  
BDG, School Attorney

**NOTE: In addition to the legal reference cited above, regional school districts should add references to M.G.L. 71:16 through 71:16I. A reference to an appropriate section(s) of regional agreement could also be added.**

## SCHOOL COMMITTEE MEMBER AUTHORITY

Because all powers of the School Committee derived from state laws are granted in terms of action as a group, members of the School Committee have authority only when acting as a Committee legally in session.

The School Committee will not be bound in any way by any statement or action on the part of an individual member except when such statement or action is a result of specific instructions of the Committee.

No member of the Committee, by virtue of **his/her** **their** office, will exercise any administrative responsibility with respect to the schools or command the services of any school employee.

The School Committee will function as a body and all policy decisions and other matters, as required by law, will be settled by an official vote of the Committee sitting in formal session.

### Duties

The duties and obligations of the individual Committee member may be enumerated as follows:

1. To become familiar with the General Laws of the Commonwealth relating to education and School Committee operations, regulations of the Massachusetts Board of Education, policies and procedures of this School Committee and School Department.
2. To keep abreast of new laws and the latest trends in education.
3. To have a general knowledge of the goals, objectives, and programs of the town's public schools.
4. To work effectively with other Committee members without trying either to dominate the Committee or neglect **his/her** **their** share of the work.
5. To respect the privileged communication that exists in executive sessions by maintaining strict confidentiality on matters discussed in these sessions, except that which becomes part of the public record, once it has been approved for release.
6. To vote and act in Committee impartially for the good of the students.
7. To accept the will of the majority vote in all cases, and to remember that **he/she** **they are** ~~is~~ one of a team and must abide by, and carry out, all Committee decisions once they are made.
8. To represent the Committee and the schools to the public in a way that promotes interest and support.
9. To refer questions and complaints to the proper school authorities.
10. To comply with the accepted code of ethics for School Committee members.
11. To accept fiscal responsibility and act in the best interest of the Greenfield Public School system by signing and approving warrants **and other necessary documents** in a timely manner.

Draft: 4-5-05

Adopted 4-27-05

Reviewed by subcommittee 4-21-11

Reviewed by School Committee 5-26-11, moved to review 6-23-11

Second Reading for Adoption 7-28-11; Adopted 7-28-11

*Note: The MASC Reference Manual uses the “plural pronoun” and thus replaces “he/she” with “they” and “his/her” with “their”. ~~The Reference Manual does not contain the highlighted bullet 11.~~ \*keeping #11 with update.*

SOURCE: Greenfield



## ~~SCHOOL COMMITTEE MEMBER QUALIFICATIONS/OATH OF OFFICE~~

~~In order to serve on the School Committee, an individual must be a registered voter in the city from which he/she is elected or appointed and must take an oath of office as required by law.~~

~~Prior to participating on the school committee, newly elected school committee members must be officially sworn in by a city official.~~

~~From the City Clerk, newly qualified Committee members, by law, receive, and sign a receipt for a copy of the Massachusetts Open Meeting law governing the conduct of Committee meetings in general and executive sessions.~~

~~Established by law.~~

~~LEGAL REFS: M.G.L. 43 (City Charters), 44C (Candidates for Nomination, Qualifications)  
Greenfield Charter: Article 4, Section 1(b): *Eligibility: A School Committee member shall at the time of election be a voter.*  
Greenfield Charter, Article 8, Section 8(a) *Oath of Office...School Committee:*  
*(a) The...School Committee members elect shall, on the first business day of the new year, meet and be sworn to the faithful discharge of their duties. ... The oath may be administered to the members of the ...School Committee by the Mayor, after the Mayor has been duly sworn, or by any of the above named officials [...Town Clerk, a judge of a court of record, a justice of the peace].*  
*(b) In case of the absence of...any member elect of...the School Committee on said day the oath of office may at any time thereafter be administered to such person who for any reason shall not have taken the oath on the day named.*~~

~~Draft: 4-5-05 Adopted 4-27-05~~

~~Review by Policy Subcommittee, 2.9.2016 and 3.2.2016~~

~~1st reading: 3.9.2016;~~

~~2nd reading/adoption by school committee 4.13.2016~~

~~The 2016 revision corrects for town/city identity, clarifies by whom a school committee member is sworn in, and updates statutory references.~~

~~SOURCE: Greenfield~~

## SCHOOL COMMITTEE MEMBER QUALIFICATIONS/OATH OF OFFICE

In order to serve on the School Committee, an individual must be a registered voter in the town from which they are elected or appointed and must take an oath of office as required by law.

Each new member will present to the Committee secretary official certification of having sworn the oath before an officer duly qualified to administer oaths prior to entering on their official duties as a member of the Committee.

From the Municipal or District Clerk, newly qualified Committee members, by law, receive, and sign a receipt for, a copy of the Massachusetts open meeting law governing the conduct of Committee meetings in general and executive sessions in particular.

Newly qualified Committee members shall, by law, receive and sign a receipt for, within 30 days of taking office, a copy of the Massachusetts Ethics Commission's Summary of the Conflict of Interest laws. As municipal employees, all School Committee members shall receive a copy of said summary annually. All School Committee members shall, within 30 days of taking office, and every 2 years thereafter, complete the Massachusetts Ethics Commission's online training program. Upon completion of the online training program, members shall provide notice of such completion to be retained for 6 years by the Municipal or District Clerk.

Membership on a School Committee is not limited to ~~race, color, sex, religion, national origin, gender identity or sexual orientation.~~ **race, color, sex, gender identity, religion, national origin, sexual orientation, pregnancy or pregnancy related condition.**

SOURCE: MASC July 2016

LEGAL REFS.: M.G.L. [30A:20](#); [41:1](#); [41:107](#); [76:5](#); 268A:27-28;

**NOTE: A regional school district may want to add references to its regional agreement if portions apply to the qualifications for membership on the regional School Committee.**

**The coding of this statement indicates that two consecutive codes in the NEPN classification system have been combined to handle statements that relate to both topics. Codes can be combined only when they appear consecutively in the classification system.**

## SCHOOL COMMITTEE VOLUNTARY RESIGNATION

A current School Committee member who wishes to voluntarily resign shall submit a resignation notice in writing, signed, to the city clerk and also notify the school committee chairperson. The date of receipt will be the date that official responsibilities terminate at midnight unless the member ~~specific~~ **specifies** a later date in the resignation notice.

Should a School Committee member move out of the city or District in which he or she holds office, that member shall be deemed to have vacated the office.

Established by law

Greenfield Charter Review: No mention found.

Review by Policy Subcommittee, 2.9.2016 and 3.2.2016

1st reading: 3.9.2016

2nd reading and adoption by school committee 4.13.2016

*The 2016 revision clarifies who, when, and effective time of a voluntary resignation. No citation for same is found in the city charter. Unsigned emails were not considered adequate for elected office resignation notice.*

SOURCE: Greenfield

**SCHOOL COMMITTEE MEMBER RESIGNATION**

~~A current School Committee member who submits a resignation to the appropriate certifying authority terminates School Committee duties at the time of such resignation unless a later time is stated in the resignation.~~

~~Should a School Committee member move out of the town or District in which he or she holds office, that member shall be deemed to have vacated the office.~~

~~Established by law~~

~~SOURCE: — MASC~~

~~LEGAL REFS.: M.G.L. 41:2; 41:109~~

## UNEXPIRED TERM FULFILLMENT

When a vacancy on the School Committee occurs for any reason, the remaining members of the committee share the responsibility **for filling the vacancy**. The vacancy on the School Committee will be announced publicly. Residents will submit letters of interest to the chairperson.

After being advised of all applicants, the vacancy shall be filled by a majority vote of the remaining members. Following new member election by the school committee, the chairperson will determine any committee assignments.

Persons elected to fill a vacancy by the School Committee shall serve only until the next regular elections at which time the vacancy shall be filled by the voters.

LEGAL REFS.:       M.G.L. 43:88  
                          City of Greenfield Charter, Article 4:6  
                          (In case of impasse, the Council President votes)

Adopted 4.27.2005  
Reviewed by GPS Policy Subcommittee 2.3.2016 & 3.2.2016  
1st Reading: 2.9.2016  
2nd Reading for Adoption by School Committee 3.9.2016

SOURCE: Greenfield

## ~~UNEXPIRED TERM FULFILLMENT~~

~~When a vacancy on the School Committee occurs for any reason, the Board of Selectmen and the remaining members of the Committee share the responsibility for filling it.~~

~~As provided in the law, the School Committee will notify the Selectmen that a vacancy has been created within 30 days after it has occurred. After one week's notice has been given by the Committee to the Selectmen, so that voters of the town may have the opportunity to state their candidacy, the two governing bodies will meet to fill the vacancy by roll call vote.~~

~~For election to fill a vacancy, a candidate must receive a majority of the votes of the officers entitled to vote. The person so elected will fill the seat on the Committee until the next town election, at which time a member will be elected to serve the remainder of the term, if any.~~

~~SOURCE: MASC~~

~~LEGAL REF.: M.G.L. 41:11~~

~~**NOTE: The substance of most statements in this category is usually established by law. Certain points may be School Committee policy. City and town charters often set forth procedures for filling vacancies on the School Committee; references to these should be added, if appropriate. A regional school district should also refer to the regional agreement if portions apply.**~~

**SCHOOL COMMITTEE MEMBER ETHICS**  
**(~~Massachusetts Association of School Committees Code of Ethics~~)**

**Preamble**

The acceptance of a code of ethics implies the understanding of the basic organization of School Committees under the Laws of the Commonwealth of Massachusetts. The oath of office of a School Committee member binds the individual member to adherence to those state laws which apply to School Committees, since School Committees are agencies of the state.

This code of ethics delineates three areas of responsibility of School Committee members in addition to that implied above:

1. Community responsibility
2. Responsibility to school administration
3. Relationships to fellow Committee members

A School Committee member in **his/her** relations with **his/her** community should:

1. Realize that **his/her** primary responsibility is to the children.
2. Recognize that **his/her** basic function is to be policy making and not administrative.
3. Remember that **he/she** is one of a team and must abide by, and carry out, all Committee decisions once they are made.
4. Be well informed concerning the duties of a Committee member on both a local and state level.
5. Remember that **he/she** represents the entire community at all times.
6. Accept the office as a Committee member as means of unselfish service with no intent to "play politics," in any sense of the word, or to benefit personally from **his/her** Committee activities.

A School Committee member in **his/her** relations with **his/her** school administration should:

1. Endeavor to establish sound, clearly defined policies which will direct and support the administration.
2. Recognize and support the administrative chain of command and refuse to act on complaints as an individual outside the administration.
3. Give the Superintendent full responsibility for discharging **his/her** professional duties and hold **him/her** responsible for acceptable results.
4. Refer all complaints to the administrative staff for solution and only discuss them at Committee meetings if such solutions fail.

A School Committee in **his/her** relations with **his/her** fellow Committee members should:

1. Recognize that action at official meetings is binding and that **he/she** alone cannot bind **or speak for** the Committee, **without prior authorization**, outside of such meetings.

2. Realize that **he/she** should not make statements or promises of how **he/she** will vote on matters that will come before the Committee.
3. Uphold the intent of executive sessions and respect the privileged communications that exists in executive sessions.
4. Not withhold pertinent information on school matters or personnel problems, either from members of **his/her** own Committee or from members of other Committees who may be seeking help or information on school problems
5. Make decisions only after all facts on a question have been presented and discussed.
6. **Regularly attend full School Committee meetings and assign sub-committees to fulfill the responsibility of the position**

Draft: 4-5-05

Adopted 4-27-05

REF: **MASC CODE OF ETHICS**

SOURCE: Greenfield

*Note: The MASC Reference Manual replaces “he/she” with “they”, “him/her” with “them” and “his/her” with “their”. The Manual does not include the highlighted bullet point 6 above*

## **SCHOOL COMMITTEE ORGANIZATIONAL MEETING**

For the purpose of organizing, the School Committee, at its first regular meeting following the City's annual elections, will elect from its membership a chairperson, a vice-chairperson, and a secretary, all of whom will hold their respective offices for a term of one year or until a successor is elected.

A majority of the members of the School Committee will constitute a quorum. The election will proceed as follows:

1. Nominations for the office of chairperson will be made from the floor. The chairperson will be elected by a majority roll-call vote of the members present and voting. If no nominee receives a majority vote, the election will be declared null and void and nominations will be reopened.
2. Upon election, the new chairperson will preside, calling for the election of a vice- chairperson and secretary, in order. The procedure used for their election will be the same as that for electing the chairperson.

Any vacancy among the officers occurring between organizational meetings will be filled by a member elected by the School Committee. The election will be conducted as described above.

Following election of officers at its organizational meeting, the School Committee may proceed into such regular or special business as scheduled on the agenda.

LEGAL REF:           City of Greenfield Charter

Draft: 4-5-05  
Adopted 4-27-05

SOURCE: Greenfield

## SCHOOL COMMITTEE ORGANIZATIONAL MEETING

For the purpose of organizing, the School Committee, at its first regular meeting following the District's annual elections, will elect from its membership a Chair, a Vice-Chair, and a clerk, all of whom will hold their respective offices for a term of one year or until a successor is elected.

In the event the Chair and Vice-Chair are no longer members of the School Committee, the senior member (years served) will act as the Chair Pro-Tem.

A majority of the members of the School Committee will constitute a quorum. The election will proceed as follows:

1. Nominations for the office of Chair will be made from the floor. The Chair will be elected by a majority roll-call vote of the members present and voting. If no nominee receives a majority vote, the election will be declared null and void and nominations will be reopened.
2. Upon election, the new Chair will preside, calling for the election of a Vice-Chair and clerk, in order. The procedure used for their election will be the same as that for electing the Chair.

Any vacancy among the officers occurring between organizational meetings will be filled by a member elected by the School Committee. The election will be conducted as described above. Following election of officers at its organizational meeting, the School Committee may proceed into such regular or special business as scheduled on the agenda.

SOURCE: MASC

**NOTE: Include under this code the date of the organizational meeting and important details concerning election of officers: who presides during election of Chair; how nominations are made; means of voting; specifics on the vote required for election. Here also is a place for statements on resignations and removal of School Committee officers from office and filling vacancies in office mid-term. (The latter applies to offices, not Committee membership.) In some cities the mayor serves as Chair of the School Committee; this should be included here. References to any applicable sections in a town or city charter should be added. Regional school districts should cite M.G.L. 71:16A; a School Committee participating in a superintendency union should cite M.G.L. 71:63 and correct the content of this policy in accordance with requirements of that section of the law.**

## SCHOOL COMMITTEE OFFICERS

### Duties of the Chairperson:

The chairperson of the School Committee has the same powers as any other member of the Committee to vote upon all measures coming before it, to offer resolutions, and to discuss questions. The chairperson will perform those duties that are consistent with the office and those required by law, state regulations, and this Committee.

In carrying out these responsibilities, the chairperson will:

1. sign the instruments, acts, and orders necessary to carry out state requirements and the will of the Committee,
2. consult with the Superintendent in planning the Committee's agendas,
3. confer with the Superintendent on crucial matters that may occur between Committee meetings,
4. appoint subcommittees, subject to Committee approval, and make chairperson assignments,
5. call special meetings of the Committee as necessary,
6. be public spokesperson for the Committee at all times except as this responsibility is specifically delegated to others,
7. be responsible for the orderly conduct of all Committee meetings,
8. represent or ensure School Committee representation at city council and other meetings where representation is required or deemed necessary, and
9. be the liaison to legal consultants on School Committee matters.

As presiding officer at all meetings of the Committee, the chairperson will:

1. call the meeting to order at the appointed time,
2. announce the business to come before the Committee in its proper order,
3. enforce the Committee's policies relating to the order of business and the conduct of meetings,
4. **allow recognize** members of the public who wish to make short comments to do so at appropriate times and within time guidelines, recognizing speakers for the record, and protect the speaker who has the floor from disturbance or interference,
5. explain what the effect of a motion would be if this is not clear to members,
6. restrict discussion to the question when a motion is before the Committee,
7. answer all parliamentary inquiries, or appoint one member to serve as Parliamentarian,
8. put motions to a vote, stating definitely and clearly the vote and result thereof,
9. ensure that date-sensitive School Committee business is handled in a timely fashion, and
10. conduct meetings with professional courtesy and fairness, setting an example for the school system.

### Duties of the Vice-Chairperson:

The vice-chairperson of the Committee will act in the absence of the chairperson as presiding officer of the Committee. The vice-chairperson will perform such other duties as may be delegated by the chairperson or assigned by the School Committee.

**Recording Secretary:**

The secretary will keep or cause to be kept an accurate journal and permanent record book of all Committee meetings in which all its votes, orders, and proceedings shall be recorded; will comply with state law and Committee policy regarding notification of meetings; and will render such reports as may be required by the state.

**Secretary:**

**The Secretary shall make accessible at full School Committee meetings, a reference library, including:**

- **Roberts Rules of Order,**
- **Selected Massachusetts General Laws (MASC publication),**
- **Policy Manual,**
- **Any other guiding documents as the School Committee deems necessary.**

**In the event the Recording Secretary and or the recording is not available, the Secretary of the School Committee shall be responsible for capturing minutes of meetings.** The secretary will perform such other duties as may be delegated by the chairperson or assigned by the School Committee. The secretary will ensure Attorney General guidelines are met, which includes taking and recording roll call when required, e.g. entering and exiting non-public sessions.

LEGAL REF.: M.G.L. 71:36 Secretary, Appointment, Duties

REF: Open Meeting Law Guide, Office of the Attorney General

Draft: 4-5-05 Adopted 4-27-05 Reviewed by subcommittee

4-21-11 Reviewed by School Committee 5-26-11, moved to review 6-23-11

Second Reading for Adoption 7-28-11; Adopted 7-28-11

Reviewed by policy committee 2.9.16 and 3.2.2016

1<sup>st</sup> reading 3.9.2016;

2<sup>nd</sup> reading/adoption by School Committee 4.13.2016

2016 revisions clarify the duties of the SC's three officers, emphasizing conducting business in a fair and professional manner, being timely, having minutes for all committee/subcommittee meetings, & conforming with city charter.

Greenfield Charter: Article 4, pg 16-17

*~~Chair: The School Committee chair shall preside at all meetings of the School Committee, regulate its proceedings and shall decide all questions of order. The school committee chair shall appoint all members of all committees of the school committee, whether special or standing. The School Committee chair shall have the same powers to vote upon all measures coming before the School Committee as any other member of the School Committee. The School Committee chair shall perform such other duties consistent with the office as may be provided by Charter, by ordinance, or by other vote of the School Committee.~~*

*~~Vice Chair: The vice chair of the School Committee shall serve as acting chair during the temporary~~*  
**Greenfield Public Schools**

~~absence or disability of the School Committee chair during the ensuing term of office. The powers of an acting School Committee chair shall be limited to only those powers of the chair as may be necessary to the conduct of the business of School Committee in an orderly and efficient manner and which may not be delayed.~~

~~2015 Attorney General Open Meeting Law Guide requirements:~~

~~Public bodies are required to create and maintain accurate minutes of all meetings, including executive sessions. The minutes, which must be created and approved in a timely manner (recommended as the body's next meeting), must include:~~

- ~~● the date, time and place of the meeting~~
- ~~● the members present or absent~~
- ~~● The decisions made and actions taken, including a record of all votes,~~
- ~~● a list of all documents and exhibits used at the meeting,~~
- ~~● the name of any member who participated in the meeting remotely, along with the reason for his or her remote participation.~~

~~The law requires that existing minutes be made available to the public within 10 days of a request, whether they have been approved or remain in draft form.~~

SOURCE: Greenfield

## **SCHOOL COMMITTEE OFFICERS**

### **Duties of the Chair**

The Chair of the School Committee has the same powers as any other member of the Committee to vote upon all measures coming before it, to offer resolutions and to discuss questions. They will perform those duties that are consistent with their office and those required by law, state regulations, and this Committee. In carrying out these responsibilities, the Chair will:

1. — Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the Committee.
2. — Consult with the Superintendent in the planning of the Committee's agendas.
3. — Confer with the Superintendent on crucial matters that may occur between Committee meetings.
4. — Appoint subcommittees, subject to Committee approval.
5. — Call special meetings of the Committee as found necessary.
6. — Be public spokesperson for the Committee at all times except as this responsibility is specifically delegated to others.
7. — Be responsible for the orderly conduct of all Committee meetings.

As presiding officer at all meetings of the Committee, the Chair will:

1. — Call the meeting to order at the appointed time.
2. — Announce the business to come before the Committee in its proper order.
3. — Enforce the Committee's policies relating to the order of business and the conduct of meetings.
4. — Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference.
5. — Explain what the effect of a motion would be if this is not clear to members.
6. — Restrict discussion to the question when a motion is before the Committee.
7. — Answer all parliamentary inquiries.
8. — Put motions to a vote, stating definitely and clearly the vote and result thereof.



**Duties of the Vice-Chair**

The Vice-Chair of the Committee will act in the absence of the Chair as presiding officer of the Committee and will perform such other duties as may be delegated or assigned to them.

**Clerk**

The clerk will keep or cause to be kept an accurate journal of all Committee meetings; will comply with state law and Committee policy regarding notification of meetings; and will render such reports as may be required by the state or the town.

SOURCE: — MASC

LEGAL REF.: M.G.L. 71:36

Note: The treasurer of the town serves as treasurer of the School Committee.

**~~Note: This category is for statements about officers the School Committee elects from its own membership. Policies relating to officials that the Committee appoints from outside its membership are properly filed under code BDC. (Codes BDB and BDC can be combined as BDB/BDC, covering the double term School Committee Officers/Appointed Officials.)~~**

**~~If your School Committee elects a treasurer from its membership, the duties of that officer should be included here. If a treasurer is elected and is not a member of the Committee, refer to the paragraph directly above for coding suggestions. When the town treasurer serves as the Committee's treasurer, an editorial note could be added to the policy, as was done in the sample above. Regional school districts are required to appoint a treasurer; the duties of that office should be included and M.G.L. 71:16A should be cited.~~**

**~~City or towns charters often address this topic. References to pertinent sections of a charter should be added as legal references.~~**



## **APPOINTED COMMITTEE OFFICIALS**

The Superintendent shall be elected by the Committee as provided by law and shall serve as secretary and perform all the duties that are prescribed by law and such other duties, not inconsistent there to, as a majority of the Committee may direct.

**NOTE: This category is for statements about District officials appointed from outside Committee membership and reporting directly to the Committee.**

**When a school employee (business manager, school business administrator, Superintendent's secretary, etc.) is appointed to one of these official Committee posts, it is well to clarify when the person reports directly to the Committee and when the person reports to the Committee through the Superintendent.**

Draft: 4-5-05

Adopted 4-27-05

SOURCE: Greenfield

## SCHOOL COMMITTEE-SUPERINTENDENT RELATIONSHIP

The Committee will leave to the Superintendent all matters of decision and administration that come within his/her scope as executive officer or as professional leader of the school system. While the Committee reserves to itself the ultimate decision of all matters concerning general policy or expenditures of funds, it will normally proceed in these areas after receiving recommendations from its executive officer. Further:

1. The Superintendent ~~will have the privilege of asking~~ **may seek** guidance from the Committee with respect to matters of operation whenever appropriate. If it is necessary to make exceptions to an established policy, he/she will submit the matter to the Committee for advice and direction.
2. The Superintendent will assist the Committee in reaching sound judgments and establishing policies, and will place before the Committee all relevant facts, information, and reports necessary to keep the Committee adequately informed of situations or business at hand.

Draft: 4-5-05

Adopted 4-27-05

*Note: The MASC Reference Manual replaces "he/she" with "they" and "his/her" with "their" and replaces "school system" with "school district". The Manual also replaces the highlighted "will have the privilege of asking" in bullet 1 with "may seek"*

SOURCE: Greenfield

## **SUBCOMMITTEES OF THE SCHOOL COMMITTEE**

~~The School Committee will have the following standing committees. It may, however, establish special subcommittees at its annual organizational meeting. These subcommittees may be created for a specific purpose and to make recommendations for Committee action.~~

- ~~1. The subcommittee will be established through action of the Committee.~~
- ~~2. The Committee chairperson, subject to approval by the Committee, will appoint the subcommittee chairperson and its members.~~
- ~~3. The subcommittee will be provided with a list of its functions and duties.~~
- ~~4. The subcommittee may make recommendations for Committee action, but it may not act for the School Committee.~~
- ~~5. The Committee chairperson and Superintendent will be ex-officio members of all special subcommittees.~~
- ~~6. A subcommittee will be dissolved by the Committee upon completion of its assignment, or it may be dissolved by a vote of the Committee at any time.~~

~~CROSS REF.: ——— BEC, Executive Sessions~~

~~Draft: 4-5-05  
Adopted 4-27-05~~

SOURCE: Greenfield

## SUBCOMMITTEES OF THE SCHOOL COMMITTEE

The School Committee shall appoint members to subcommittees at their annual organizational meeting for a period of one year. These subcommittees may be created for a specific purpose and to make recommendations for Committee action.

1. The subcommittee will be established through action of the Committee.
2. The Committee Chair, subject to approval by the Committee, will appoint the subcommittee chair and its members.
3. The subcommittee will be provided with a list of its functions and duties.
4. The subcommittee may make recommendations for Committee action, but it may not act for the School Committee.
5. **Subcommittees have authority to deliberate on items as referred by the School Committee.**
6. All subcommittees of the School Committee are subject to the provisions of the Open Meeting Law.
  - **School Committee members not assigned to a given subcommittee may attend and participate as members of the public at the discretion of the chair.**

SOURCE: MASC

LEGAL REF.: M.G.L. 30A:18-25

CROSS REF.: BEC, Executive Sessions

**NOTE: Include in this category statements on Committees made up of School Committee members (but not advisory committees to the School Committee).**

**The cross reference on the above policy is to a related policy in this manual. The open meeting law, and its exceptions, applies to both School Committee meetings and meetings of the subcommittees of the School Committee; thus this cross-reference is necessary.**

**If School Committee policy permits standing subcommittees, the current standing subcommittees should be included in the policy, and regulations may be needed on their duties and operations. Or, the duties of specific Committees sometimes are included as an informational document coded BDE-E.**

## **ADVISORY COMMITTEES TO THE SCHOOL COMMITTEE**

The following general policies will govern the appointment and functioning of advisory committees to the School Committee other than the student advisory committee, which is governed by the terms of the Massachusetts General Laws.

1. Advisory committees may be created by the School Committee to serve as task forces for special purposes or to provide continuing consultation in a particular area of activity. However, there will be no standing overall advisory committee to the School Committee.
2. If an advisory committee is required by state or federal law, its composition and appointment will meet all the guidelines established for that particular type of committee.
3. The composition of task forces and any other advisory committees will be broadly representative and take into consideration the specific tasks assigned to the committee. Members of the professional staff may be appointed to the committee as members or consultants, as found desirable.
4. Appointments to such committees will be made by the Committee; appointment of staff members to such committees will be made by the School Committee upon recommendation of the Superintendent.
5. Tenure of committee members will be one year only unless the member is reappointed.
6. Each committee will be clearly instructed as to:
  - a. The length of time each member is being asked to serve.
  - b. The assignment the School Committee wishes the committee to fulfill and the extent and limitations of its responsibilities.
  - c. The resources the School Committee will provide.
  - d. The approximate dates on which the School Committee wishes to receive major reports.
  - e. School Committee policies governing citizens, committees and the relationship of these committees to the School Committee as a whole, individual School Committee members, the Superintendent, and other members of the professional staff.
  - f. Responsibilities for the release of information to the press.
7. Recommendations of committees will be based upon research and fact.

8. The School Committee possesses certain legal powers and prerogatives that cannot be delegated or surrendered to others. Therefore, all recommendations of an advisory committee must be submitted to the School Committee.

9. Advisory committees created under this policy are subject to the provisions of the Open Meeting Law.

The Committee will have the sole power to dissolve any of its advisory committees and will reserve the right to exercise this power at any time during the life of any committee.

CROSS REF.: JIB, Student Involvement in Decision-making

LEGAL REF.: M.G.L. 30A:18-25

Draft: 4-5-05

Adopted 4-27-05

*Note: The MASC Reference Manual adds bullet 9 highlighted in red above as well as the LEGAL REF line*

SOURCE: Greenfield



## SCHOOL COUNCILS

The School Committee believes that the school is the key unit for educational improvement and change and that successful school improvement is best accomplished through a school-based decision-making process. By involving those directly affected by any action or decision of the school council in the process of determining that action or decision, it helps to strengthen the commitment to those decisions by those most affected by its implementation.

Under this policy, the Principal shall have primary responsibility for the management of the school. Decisions which are made at the school level must be aligned with the budget, policies, curriculum, and long-range and short-range goals adopted by the School Committee. In addition, decisions must comply with any state and federal laws and regulations and with any negotiated agreements of the school District.

As enacted by the state legislature in the Education Reform Act of 1993, a school council shall be established in each school to advise the Principal in specific areas of school operation. The Principal, shall have the responsibility for defining the composition of and forming the group pursuant to a representative process approved by the Superintendent and School Committee **as outlined by within MGL C71:559 MGL 71:59C**

**The following guidelines define the role of the school council:**

**The School Council shall meet regularly with the Principal of the school and shall assist in:**

- 1. Adoption of educational goals for the school that are consistent with state and local policies and standards.**
- 2. Identification of the educational needs of the students attending the school.**
- 3. Review of the school building budget.**
- 4. Formulation of a school improvement plan that may be implemented only after review **and approval** by the Superintendent of Schools.**

LEGAL REFS.: M.G.L. 71:38Q, 71:59C

Draft: 4-5-05

Adopted 4- 27-05

**Note: The MASC Reference Manual does not include the highlighted text “as outlined by within MGL C71:559” and “and approval” (in bullet 4) above**

SOURCE: Greenfield

## ~~SCHOOL IMPROVEMENT PLAN~~

~~The Principal, in conjunction with the school council, shall be responsible for preparing a written school improvement plan annually. This plan shall be written with the advice of the school council and submitted for review by the Superintendent and subsequent review by the School Committee with final approval by the Superintendent.~~

- ~~1. The educational goals for the school consistent with the goals and standards, including student performance standards, as adopted by the Massachusetts Board of Education and by the School Committee.~~
- ~~2. An assessment of the needs of the school in light of the proposed educational goals.~~
- ~~3. The means to address student performance.~~
- ~~4. Professional development for the school's professional staff.~~
- ~~5. The enhancement of parental involvement in the life of the school, safety, and discipline.~~
- ~~6. The development of means for meeting the diverse learning needs of every child.~~
- ~~7. Any further subjects as the Principal, in consultation with the school council, shall consider appropriate, except that:
  - ~~a. The council shall have no authority over matters that are subject to Chapter 150E, the collective bargaining law, and~~
  - ~~b. The council may not expand the scope of its authority beyond that established in law or expressly granted by School Committee policy.~~~~

LEGAL REF: ~~\_\_\_\_\_~~ M.G.L. 71:59C

~~M.G.L.69:11~~

~~**This is just a note for Liz—**~~

~~<https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXII/Chapter69/Section11> (Chapter 69  
POWERS AND DUTIES OF THE DEPARTMENT OF ELEMENTARY AND SECONDARY  
EDUCATION Section 11: Powers and duties of the division of immigration and Americanization~~

Draft: 4-5-05  
Adopted 4-27-05

SOURCE: Greenfield

## **SCHOOL IMPROVEMENT PLAN**

The Principal, in conjunction with the school council, shall be responsible for preparing a written school improvement plan annually. This plan shall be written with the advice of the school council and submitted for approval to the Superintendent and review of the School Committee. The plan should be drafted with the following in mind:

1. The educational goals for the school consistent with the goals and standards, including student performance standards, as adopted by the Massachusetts Board of Education and by the School Committee.
2. An assessment of the needs of the school in light of the proposed educational goals.
3. The means to address student performance.
4. Professional development for the school's professional staff.
5. The enhancement of parent/guardian involvement in the life of the school, safety, and discipline.
6. The development of means for meeting the diverse learning needs of every child.
7. Any further subjects as the Principal, in consultation with the school council, shall consider appropriate, except that:
  - a. The council shall have no authority over matters that are subject to Chapter 150E, the collective bargaining law, and
  - b. The council may not expand the scope of its authority beyond that established in law or expressly granted by School Committee policy.

SOURCE: MASC

## ~~SUBMISSION AND APPROVAL OF THE SCHOOL IMPROVEMENT PLAN~~

~~The written school improvement plan shall be submitted by the Principal for review by the Superintendent and subsequent review by the School Committee and approval by the Superintendent.~~

~~It is important that the school council be aware of certain expectations of the Superintendent regarding the school improvement plan. The school improvement plan should:~~

- ~~1. Focus on improvement of student learning.~~
- ~~2. Specify expected student outcomes and measurable/observable results.~~
- ~~3. Align with the mission of the School District and any goals and policies of the School District.~~
- ~~4. Be consistent with state and federal law, School District policy, established curriculum and negotiated agreements.~~
- ~~5. Clearly identify actions to be taken on how changes will be implemented.~~
- ~~6. Include a plan on how to solicit community support for the changes being developed.~~
- ~~7. Indicate anticipated costs and available funding sources.~~
- ~~8. Delineate the method of evaluating and reporting progress and results.~~

~~If the school improvement plan is not approved by the Superintendent and School Committee, it shall be returned to the Principal with specific comments as to the reason(s). The Principal shall revise the plan in cooperation with the school council, and resubmit it for approval.~~

~~LEGAL REF: M.G.L. 71:59C  
M.G.L.69:H~~

~~Draft: 4-5-05  
Adopted 4-27-05~~

~~SOURCE: Greenfield~~

## **SUBMISSION AND APPROVAL OF THE SCHOOL IMPROVEMENT PLAN**

The written school improvement plan shall be submitted by the Principal to the Superintendent for approval and the School Committee for review no later than July 1 of the year in which the plan is to be implemented.

Because the implementation of the plan is dependent on Superintendent approval, it is important that the school council be aware of certain expectations regarding the school improvement plan. The school improvement plan should:

1. Focus on improvement of student learning.
2. Specify expected student outcomes and measurable/observable results.
3. Align with the mission of the School District and any goals and policies of the School District.
4. Be consistent with state and federal law, School District policy, established curriculum and negotiated agreements.
5. Clearly identify actions to be taken on how changes will be implemented.
6. Include a plan on how to solicit community support for the changes being developed.
7. Indicate anticipated costs and available funding sources.
8. Delineate the method of evaluating and reporting progress and results.

If the school improvement plan is not approved by the Superintendent, it shall be returned to the Principal with specific comments as to the reason(s). The Principal shall revise the plan in cooperation with the school council, and resubmit it for approval.

SOURCE: MASC

## **CONDUCT OF SCHOOL COUNCIL BUSINESS**

~~The Principal shall, by law, serve as co-chair of the council. The second co-chair will be elected annually by the council members at its first meeting of the school year subsequent to the elections of new council members. The co-chairs will be responsible for the preparation of the agenda for the council meetings.~~

~~The school council shall meet at least once monthly during the school year. Meetings will be held outside of school hours. At its first meeting of the school year, the council will set its calendar of regular meetings for the year. Where circumstances warrant, the council may choose to call additional meetings.~~

~~School councils shall use consensus as the primary method to resolve issues and to formulate recommendations. Votes by majority may be taken at the discretion of the Principal and Robert's Rules of Order shall prevail if there are questions of procedure.~~

~~All meetings of the school council shall conform to the Open Meeting Law, Sections 23 A, B, and C, which stipulate that all meetings be open to the public, that meetings be posted at least 48 hours in advance, and that minutes of the meeting shall be maintained as required. The scope of the school council does not require, and therefore does not qualify for, executive session.~~

~~The Superintendent shall receive agendas and minutes of all school council meetings. The Superintendent shall provide copies of these materials to members of the School Committee for information.~~

Draft: 4-5-05  
Adopted 4-27-05

SOURCE: Greenfield

## CONDUCT OF SCHOOL COUNCIL BUSINESS

The Principal shall, by law, serve as co-chair of the council. The second co-chair will be elected annually by the council members at its first meeting of the school year subsequent to the elections of new council members. The co-chairs will be responsible for the preparation of the agenda for the council meetings.

The school council shall meet at least once monthly during the school year. Meetings will be held outside of school hours. At its first meeting of the school year, the council will set its calendar of regular meetings for the year. Where circumstances warrant, the council may choose to call additional meetings.

School councils shall use consensus as the primary method to resolve issues and to formulate recommendations. Votes by majority may be taken at the discretion of the Principal and Robert's Rules of Order shall prevail if there are questions of procedure.

All meetings of the school council shall conform to the Open Meeting Law, Chapter 30A, Sections 18-25, which stipulate that all meetings be open to the public, that meetings be posted at least 48 hours in advance, and that minutes of the meeting shall be maintained as required. The scope of the school council does not require, and therefore does not qualify for, executive session.

The Superintendent shall receive agendas and minutes of all school council meetings. The Superintendent shall provide copies of these materials to members of the School Committee upon request.

SOURCE: MASC

## **SCHOOL ATTORNEY**

~~The complexity of school department operations requires routine and specialized legal services and in today's complex world of public schooling it is essential to have competent legal counsel. The School Committee may use the services provided by the city council. The Committee may also retain an attorney or law firm to provide legal services. The Committee and the Superintendent may seek services from one or more attorneys to counsel and represent the school system at various times.~~

~~It will be the duty of the counsel for the Committee to advise the School Committee and the Superintendent on the specific legal problems submitted to him/her. Attorneys working with the School Committee and Superintendent will attend meetings upon request and will be sufficiently familiar with Committee policies, practices, and actions under these policies pertinent to issues at hand, and with requirements of school and general law to enable necessary legal advice.~~

~~A decision to seek legal advice or assistance on behalf of the school system will be made by the Committee. The Superintendent may also take such action at the direction of the Committee. The Superintendent can contact the School's attorney for routine matters. Requests for legal services go through the chairperson; school committee members do not contact the attorney directly without authorization.~~

~~Many types of legal assistance are routine and do not require specific Committee approval or prior notice. However, when the Superintendent concludes that unusual types or amounts of professional legal service may be required, he/she will advise the Committee and seek either initial or continuing authorization for such service.~~

~~Legal services will be reviewed when the annual budget is reviewed.~~

~~LEGAL REFS.: — M.G.L. 71:37E; 71:37F~~

~~Subcommittee discussion and revision: 4.6.2016~~

~~1st reading by school committee: 5.11.2016 Subcommittee discussion in May 2016~~

~~7.13.2016 Voted by School Committee with note that subcommittee would work on final revision~~

~~SOURCE: Greenfield~~

## SCHOOL ATTORNEY

It will be the duty of the counsel for the Committee to advise the School Committee and the Superintendent on the specific legal problems submitted to them. They will attend meetings upon request and will be sufficiently familiar with Committee policies, practices, and actions under these policies, and with requirements of the school law to enable them to offer the necessary legal advice.

A decision to seek legal advice or assistance on behalf of the school district will be made by the Committee. The Superintendent may also take such action at the direction of the Committee.

Many types of legal assistance are routine and do not require specific Committee approval or prior notice. However, when the Superintendent **or chair** concludes that unusual types or amounts of professional legal service may be required, they will advise the Committee and seek either initial or continuing authorization for such service.

The School Committee may use the services provided by the town counsel. The Committee and the Superintendent may seek their services to counsel and represent the school district at various times.

SOURCE: MASC

LEGAL REFS.: M.G.L. 71:37E; 71:37F

**NOTE: Town or city charters often state that the town counsel or city solicitor will provide certain services for the School Committee. References to such sections(s) of a charter should be added to the legal references. In addition, it is important that a School Committee establish guidelines for access to legal counsel by individual members. In most cases this is allowed only with prior approval of the whole Committee.**

## SCHOOL COMMITTEE MEETINGS

The School Committee will transact all business at official meetings of the Committee. These may be either regular or special meetings, defined as follows:

1. Regular meeting: the usual official legal action meeting, held regularly
2. Special meeting: an official legal action meeting called between scheduled regular meetings to consider specific topics.

Every meeting of the School Committee **(and subcommittee of the School Committee)**, regular or special, will be open to the public unless an executive session is held in accordance with state law.

LEGAL REFS.: ~~M.G.L. 39:23A; 39:23B; 39:23C~~  
**M.G.L. 30A:18-25**

CROSS REFS.: BEC, Executive Sessions  
BEDA, Notification of School Committee Meetings

Draft: 4-5-05

Adopted 4-27-05

Reviewed by subcommittee 4-21-11

Reviewed by School Committee 5-26-11, moved to review 6-23-11

Second Reading for Adoption, 7-28-11; Adopted 7-28-11

*Note: The MASC Reference Manual does not include the highlighted text above and updates the Legal References as shown below:*

SOURCE: Greenfield

## **EXECUTIVE SESSIONS**

All meetings of the School Committee are open to attendance by the public and media representatives. However, the Committee has the right to convene in a closed executive session when it meets the following procedural conditions imposed by state law:

1. ~~The Committee will first convene in an open session for which due notice has been given.~~
2. ~~The Chairperson (or, in his/her absence, the presiding member) will state the purpose for the executive session.~~
3. ~~A majority of the members must vote to enter the executive session, with the vote taken by roll call and recorded in the official minutes.~~
4. ~~The Chairperson or presiding member will state before entering the executive session whether the Committee will reconvene in open session after the executive session.~~

The law puts specific limitations on the purposes for which executive sessions may be convened. The Committee may enter executive sessions only to deliberate:

1. ~~The reputation, character, physical condition or mental health, rather than the professional competence, of a single individual.~~
2. ~~The discipline or dismissal, including the hearing of charges against, a member of the Committee, a school department employee or student, or other individual.~~
3. ~~Strategy with respect to collective bargaining or litigation, if an open meeting might have a detrimental effect. Collective bargaining may also be conducted.~~
4. ~~The deployment of security personnel or devices.~~
5. ~~Allegations of criminal misconduct or to discuss the filing of criminal complaints.~~
6. ~~Transactions of real estate, if an open meeting might be detrimental to the negotiating position of the Committee or another party.~~
7. ~~To comply with the provisions of any general or specific law of federal grant in aid requirements.~~
8. ~~To consider and interview applicants for employment (The only position that the School Committee would be involved in that might qualify would be for the position of Superintendent). This exemption only applies if it can be determined that an open meeting will have a detrimental effect in obtaining qualified applicants.~~

~~9. To meet or confer with a mediator with respect to any litigation or public business.~~

~~(In the first two cases listed, an open meeting will be held if the individual involved so requests.)~~

~~Accurate records of the proceedings conducted in executive session will be kept and may remain secret only so long as their publication would defeat the purpose of the session. The Committee will review executive session minutes for possible declassification at least once each year.~~

~~All votes taken in executive session will be recorded roll call votes, and will become part of the minutes of executive sessions.~~

~~Established by law and Committee policy~~

~~LEGAL REFS.: M.G.L. 39:23A; 39:23B~~

~~CROSS REFS.: BDE, Subcommittees of the School Committee  
BE, School Committee Meetings  
KEB, Public Complaints about School Personnel~~

~~**NOTE: The School Committee that adopted this policy incorporated the substance of state law on executive sessions into its policy. However, a more general statement on executive sessions could be adopted by a School Committee and an extract from the law on executive sessions could be included in the manual as an exhibit document coded BDC-E.**~~

~~Draft 4-5-05  
Adopted 4-27-05~~

~~SOURCE: Greenfield~~

## **EXECUTIVE SESSIONS**

All meetings of the School Committee are open to attendance by the public and media representatives. However, the Committee has the right to convene in a closed executive session when it meets the following procedural conditions imposed by state law:

1. The Committee will first convene in an open session for which due notice has been given.
2. The Chair (or, in their absence, the presiding member) will state the purpose for the executive session by stating all subjects that may be revealed without compromising the purpose for which the executive session was called.
3. A majority of the members must vote to enter the executive session, with the vote taken by roll call and recorded in the official minutes.
4. The Chair or presiding member will state before entering the executive session whether the Committee will reconvene in open session after the executive session.

The law puts specific limitations on the purposes for which executive sessions may be convened. The Committee may enter executive sessions only to deliberate:

1. The reputation, character, physical condition or mental health, rather than the professional competence, of a single individual, or the discipline or dismissal, including the hearing of charges against, a member of the committee, a school department employee or student, or other individual. The individual has certain rights enumerated in the law including requiring the Committee to hold an open session should the individual so request.
2. Strategy with respect to non-union negotiations or to conduct collective bargaining sessions with non-union personnel.
3. Strategy with respect to collective bargaining or litigation, if an open meeting might have a detrimental effect. Collective bargaining may also be conducted.
4. The deployment of security personnel or devices.
5. Allegations of criminal misconduct or to discuss the filing of criminal complaints.
6. Transactions of real estate, if an open meeting might be detrimental to the negotiating position of the committee or another party.
7. To comply with the provisions of any general or specific law of federal grant-in-aid requirements.
8. And to consider and interview applicants for employment by a preliminary screening committee (The only position that the School Committee would be involved in that might qualify would be for the position of Superintendent.) This exemption only applies if it can be determined that an

open meeting will have a detrimental effect in obtaining qualified applicants. This shall not apply to applicants who have passed a prior preliminary screening.

1 of 2

9. To meet or confer with a mediator with respect to any litigation or public business.
10. To discuss trade secrets or confidential competitively-sensitive or other proprietary information conducted by a governmental body as an energy supplier.

(In the first case, an open meeting will be held if the individual involved so requests.)

Accurate records of the proceedings conducted in executive session will be kept and may remain secret only so long as their publication would defeat the purpose of the session.

The School Committee Chair and the Superintendent will review executive session minutes for possible declassification on, at least, a quarterly basis and, if necessary, will consult with legal counsel. The School Committee Chair will bring minutes recommended for declassification to the School Committee for a vote either as part of a consent agenda or for individual action. In either case, there shall be an announcement of the declassification of minutes.

When a specific set of executive session minutes, not yet declassified, is requested by a member of the public, the School Committee shall render a decision on declassification at its next meeting or within 30 days after the request, whichever occurs first.

All votes taken in executive session will be recorded roll call votes, and will become part of the minutes of executive sessions.

Established by law and Committee policy

SOURCE: MASC

LEGAL REFS.: M.G.L. 30A:21; 30A:22

CROSS REFS.: BDE, Subcommittees of the School Committee  
BE, School Committee Meetings  
KEB, Public Complaints about School Personnel

**NOTE: The School Committee that adopted this policy incorporated the substance of state law on executive sessions into its policy. However, a more general statement on executive sessions could be adopted by a School Committee and an extract from the law on executive sessions could be included in the manual as an exhibit document coded BEC-E.**



## **~~NOTIFICATION OF SCHOOL COMMITTEE MEETINGS~~**

~~As required by law, a minimum of 48 hours' advance notice will be given for any meeting of the School Committee, including all subcommittee meetings. The only exception permitted is in case of emergency, which the law defines as "a sudden, generally unexpected occurrence or set of circumstances demanding immediate action."~~

~~Notification of the dates, times, and places of regular meetings will be accomplished by periodic publication of the schedule for the ensuing months. Notification of a change in a regular meeting time or place and notification of a special meeting will be filed with the town clerk at least 48 hours in advance, as required by law.~~

~~LEGAL REFS.: M.G.L. 39:23A; 39:23B~~

~~CROSS REF.: BE, School Committee Meetings~~

**~~NOTE: Notification to the public as well as to School Committee members can be included under this code.~~**

~~Draft: 4-5-05  
Adopted 4-27-05~~

SOURCE: Greenfield

## NOTIFICATION OF SCHOOL COMMITTEE MEETINGS

As required by law, a minimum of 48 hours' advance notice (excluding Saturdays, Sundays and legal holidays) will be given for any meeting of the School Committee, including all subcommittee meetings. The only exception permitted is in case of emergency, which the law defines as "a sudden, generally unexpected occurrence or set of circumstances demanding immediate action."

Notification of the dates, times, and places of regular meetings may be accomplished by periodic publication of the schedule for the ensuing months. However, a minimum of 48 hours prior to each meeting the Committee shall cause to be posted a listing of each subject the Chair reasonably anticipates will be discussed at the meeting (the agenda). Notification of a change in a regular meeting time, place, or agenda and notification, including agenda, of a special meeting will be filed with the town clerk at least 48 hours in advance, as required by law.

SOURCE: MASC July 2016

LEGAL REFS.: M.G.L. [30A:18-25](#)

CROSS REF.: [BE](#), School Committee Meetings

**NOTE: Notification to the public as well as to School Committee members can be included under this code.**

## AGENDA FORMAT

The Superintendent, conferring with the Chairperson of the School Committee, will arrange items on meetings agendas so that the Committee can accomplish its business as expeditiously as possible. The particular order may vary from meeting to meeting in keeping with the business at hand.

The Committee will follow the order of business established by the agenda except as it votes to rearrange the order for the convenience of visitors, individuals appearing before the Committee, or to expedite Committee business. Any School Committee member, staff member, or citizen may suggest items of business. The inclusion of such items, however, will be at the discretion of the Chairperson of the Committee. A staff member who wishes to have a topic scheduled on the agenda should submit the request through the Superintendent.

The agenda will also provide for time when any citizen who wishes may speak briefly before the School Committee. The agenda, together with supporting materials, will be distributed to School Committee members **at least** forty-eight hours (two days) prior to the meeting to permit adequate time to prepare for the meeting. Agendas will be posted and made available to the media.

**The subcommittee agenda will be based on items referred by the full committee. The subcommittee agenda will be developed in coordination with the superintendent so that there is sufficient time to provide necessary information for subcommittee consideration.**

Subcommittee review: 4.6.16;  
School Committee, 1st reading: 5.11.16;  
2nd Subcommittee review 6.1.16  
Adopted by School Committee 6.8.2016

SOURCE: Greenfield

## **AGENDA FORMAT**

~~The Superintendent, conferring with the Chair of the School Committee, will arrange the order of items on meetings agendas so that the Committee can accomplish its business as expeditiously as possible. The particular order may vary from meeting to meeting in keeping with the business at hand.~~

~~The Committee will follow the order of business established by the agenda except as it votes to rearrange the order for the convenience of visitors, individuals appearing before the Committee, or to expedite Committee business.~~

~~Any School Committee member, staff member, or citizen may suggest items of business. The inclusion of such items, however, will be at the discretion of the Chair of the Committee. A staff member who wishes to have a topic scheduled on the agenda should submit the request through the Superintendent.~~

~~The agenda will also provide for time when any citizen who wishes may speak briefly before the School Committee.~~

~~The agenda, together with supporting materials, will be distributed to School Committee members no less than three business days prior to the meeting to permit adequate time to prepare for the meeting.~~

~~Agendas will be posted and made available to the press.~~

SOURCE: MASC July 2016

CROSS REFS: ~~BEDH, Public Comment at School Committee Meetings~~

**~~NOTE: When a Committee has a policy on agenda format such as the one above, a "customary order of business" or a listing of business to be accomplished at each meeting (regardless of order) is often included in the manual as an informational document.~~**

## **AGENDA FORMAT**

At regular meetings, the following will be the customary order of business:

1. Call to order
2. Approval of minutes
3. Public Comment
4. Reports
5. Business
6. Executive Session, if needed
7. Other
8. Adjournment

Exhibited Updated to current School Committee format July 2011

SOURCE: Greenfield

## **AGENDA FORMAT**

At regular meetings, the following will be the customary order of business:

1. Call to order
2. Roll call of Committee members
3. Approval of minutes
4. Payment of bills, financial report
5. Delegations, visitors, etc.
6. Communications
7. Reports and recommendations of the Superintendent
8. Unfinished business
9. New business
10. Reports of special committees
11. Recommendations or questions from individual Committee members
12. Adjournment

SOURCE: MASC

## **RULES OF ORDER**

Robert's Rules of Order, Newly Revised will govern the proceedings of the Committee, except when those rules are in conflict with the Committee's approved policies and regulations.

In accordance with Robert's Rules, the Committee may suspend parliamentary rules of order by a two-thirds vote.

The chairperson answers all parliamentary inquiries (ref. Policy BDB) or may appoint one member to serve as parliamentarian.

NOTE: Also include under this code any rules of order, in addition to Robert's Rules, that the Committee has adopted.

Reviewed by subcommittee 4-21-11

Reviewed by School Committee 5-26-11, moved to review 6-23-11

Second Reading for Adoption, 7-28-11

Adopted 7-28-11

*Note: The MASC Reference Manual does not include the highlighted sentence above*

SOURCE: Greenfield

## **VOTING METHOD**

Except on procedural matters, all votes of the School Committee will be taken by a call of the roll and the ayes and nays will be recorded in the minutes; if the vote is unanimous only that fact need be recorded.

All actions will require a majority vote of all members present and voting except as state law, Robert's Rules of Order, Newly Revised, or policies of this Committee require a larger majority. A majority of the members of the School Committee will constitute a quorum.

A two-thirds vote will be required to suspend parliamentary rules of order.

LEGAL REFS.: ——— M.G.L. 39:23B; 71:42; 71:50

**~~NOTE: It is useful to include in a policy on voting method the types of actions that require more than a simple majority vote of the School Committee.~~**

**~~If sections of a town or city charter apply, the appropriate references should be added to the legal references.~~**

Draft: 4-5-05

Adopted 4-27-05

SOURCE: Greenfield

## VOTING METHOD

### Open meeting

Votes of the School Committee will be taken by voice vote or a hand count and shall be recorded in the minutes. If the vote is unanimous only that fact need be recorded. No vote taken at an open session shall be by secret ballot.

All actions will require a majority vote of all members present and voting except as state law, Robert's Rules of Order, Newly Revised, or policies of this Committee require a larger majority. A majority of the members of the School Committee will constitute a quorum.

A two-thirds vote will be required to suspend parliamentary rules of order.

**All votes taken during a meeting in which a member participates remotely must be by a roll call vote.**

### Executive Session

A majority of the members of the School Committee must vote to enter into executive session, with the vote taken by roll call and recorded in the official minutes.

All votes taken in executive session will be recorded roll call votes, and will become part of the minutes of executive sessions. Any votes taken to ratify employment contracts or collective bargaining agreements shall be taken in open session.

SOURCE: MASC

Updated July 2012

LEGAL REFS.: M.G.L. 30A:18-25; 71:42; 71:50

**NOTE: It is useful to include in a policy on voting method the types of actions that require more than a simple majority vote of the School Committee.**

**If sections of a town or city charter apply, the appropriate references should be added to the legal references.**

## MINUTES

~~The minutes of a School Committee meeting constitute the written record of Committee actions; they are legal evidence of what the action was. Therefore, the secretary of the School Committee will be responsible for reporting in the minutes all actions taken by the Committee.~~

~~Minutes will include:~~

- ~~1. A statement on the nature of the meeting (regular or special), the time, the place, and the approval of the last regular and each subsequent special meeting.~~
- ~~2. Names of the members present or absent, annotated as to arrival and departure times, if during the meeting.~~
- ~~3. A complete record of official actions taken by the Committee relative to the Superintendent's recommendations, to communications, and to all business transacted. Resolutions and motions will be given in their exact wording, accompanied by the names of members moving and seconding and a record of the results of the vote. Reports and documents relating to a formal motion may be omitted if they are referred to and identified by title and date.~~
- ~~4. Notation of formal adjournment.~~

~~Copies of the minutes will be sent to all Committee members at least 48 hours in advance of the meeting at which the minutes are to be approved.~~

~~The approved minutes will become permanent records of the Committee. Minutes of public meetings and minutes of executive sessions that have been declassified will be in the custody of the Superintendent who will make them available to interested citizens upon request.~~

~~LEGAL REFS.: M.G.L. 39:23B; 66:10~~

~~CROSS REF.: KDB, Public's Right to Know~~

~~**NOTE: Specific comments and/or discussion should only be included in the minutes as a result of a vote of the Committee. The minutes are not a transcript of the meeting. Audio and/or videotapes of meetings may serve the purpose of preserving a record of discussions. They do not, however, have to be reflected in the minutes.**~~

~~Draft: 4-5-05~~

~~Adopted 4-27-05~~

~~SOURCE: Greenfield~~

## MINUTES

The minutes of a School Committee meeting constitute the written record of Committee actions; they are legal evidence of what the action was. Therefore, the secretary of the School Committee will be responsible for reporting in the minutes all actions taken by the Committee.

Minutes will include:

1. The date, time, place, the members present or absent, annotated as to arrival and departure times, if during the meeting, a summary **of discussion** of each subject, and a list of documents and exhibits used at the meeting,
2. A complete record of official actions taken by the Committee relative to the Superintendent's recommendations, to communications, and to all business transacted. Resolutions and motions will be given in their exact wording, accompanied by the names of members moving and seconding and a record of the results of the vote. Reports and documents relating to a formal motion may be omitted if they are referred to and identified by title and date.
3. Notation of formal adjournment.

Copies of the minutes will be sent to all Committee members at least 48 hours in advance of the meeting at which the minutes are to be approved. Minutes of all meetings, **including subcommittee minutes**, shall be created and approved in a timely manner which is defined in regulation as within the next 3 meetings of the body or within 30 days, whichever is later.

The approved minutes will become permanent records of the Committee. Minutes of public meetings and minutes of executive sessions that have been declassified will be in the custody of the Superintendent who will make them available to interested citizens upon request.

SOURCE: MASC, July 2018

LEGAL REFS.: M.G.L. 30A:22; 66:10; 940 CMR 29.00

CROSS REF.: KDB, Public's Right to Know; BEC, Executive Session

**NOTE: Specific comments and/or discussion should only be included in the minutes as a result of a vote of the Committee. The minutes are not a transcript of the meeting. Documents used during a School Committee meeting become part of the official record and must be maintained, based upon their content, in accordance with the Commonwealth's Municipal Public Records Retention Schedule.**

## **PUBLIC ~~PARTICIPATION~~ COMMENT AT SCHOOL COMMITTEE MEETINGS**

All regular and special meetings of the School Committee shall be open to the public. Executive sessions will be held only as prescribed by the Statutes of the Commonwealth of Massachusetts.

The School Committee desires citizens of the District to attend its meetings so that they may become better acquainted with the operations and the programs of our local public schools. In addition, the Committee would like the opportunity to hear the wishes and ideas of the public.

In order that all citizens who wish to be heard before the Committee have a chance and to ensure the ability of the Committee to conduct the District's business in an orderly manner, the following rules and procedures are adopted:

1. At the start of each regularly scheduled School Committee meeting, individuals or group representatives will be invited to address the Committee. The **Chairperson** shall determine the length of the public participation segment.
2. Speakers will be allowed three ~~(3)~~ **two (2)** minutes to present their material. The presiding Chairperson may permit extension of this time limit.
3. Topics for discussion must be limited to those items listed on the School Committee meeting agenda for that evening. **A sign up sheet for public comment will be available at each meeting.**
4. Improper conduct and remarks will not be allowed. Defamatory or abusive remarks are always out of order. If a speaker persists in improper conduct or remarks, the Chairperson may terminate that individual's privilege of address.
5. All remarks will be addressed through the Chairperson of the meeting.
6. Speakers may offer such objective criticisms of the school operations and programs as concern them, but in public session the Committee will not hear personal complaints of school personnel nor against any member of the school community. Under most circumstances, administrative channels are the proper means for disposition of legitimate complaints involving staff members.
7. Written comments longer than three ~~(3)~~ **two (2)** minutes may be presented to the Committee before or after the meeting for the Committee members' review and consideration at an appropriate time.

Draft: 4-5-05

Adopted 4-27-05

**Note: The MASC Reference Manual renames this policy to "PUBLIC COMMENT AT SCHOOL COMMITTEE MEETINGS" and replaces the highlighted "Chairperson" with "Chair"**

SOURCE: Greenfield

## GUIDELINES FOR PUBLIC COMMENT

A School Committee Meeting is a meeting of a government body at which members of the body deliberate over public business. We welcome the attendance of members of the school district community to view your School Committee as it conducts its regular business meeting.

Massachusetts General Laws Chapter 30A Section 20(f) governs public participation at open meetings covering all public bodies.

### ***Chapter 30A:20 [Notice, Remote Participation, Public Participation, Certification]***

*(f) No person shall address a meeting of a public body without permission of the chair, and all persons shall, at the request of the chair, be silent. No person shall disrupt the proceedings of a meeting of a public body. If, after clear warning from the chair, a person continues to disrupt the proceedings, the chair may order the person to withdraw from the meeting and if the person does not withdraw, the chair may authorize a constable or other officer to remove the person from the meeting.*

The School Committee believes that the school district community should have an opportunity to comment to the Committee on issues that affect the school district and are within the scope of the Committee's responsibilities. Therefore, the Committee has set aside a period of time at each School Committee meeting to hear from the public. In addition, if the Committee believes that an issue requires a dialogue with the school district community, the Committee may schedule a separate public hearing on that issue.

Any citizen who wishes to make a presentation to the School Committee on an item which is of interest to them and within the scope of the Committee's responsibilities may request to be placed on the agenda for a particular meeting. Such request should be in writing and should be received by the Superintendent of Schools at least one week prior to the date of the meeting. Such request should contain background statements which would explain the scope and intent of the agenda item. The Chair of the Committee works with the Superintendent to formulate the meeting agendas. Together they will determine whether or not to place an item on the agenda and if the item is to be taken up they will also determine when to place an item on the agenda and all parameters to be required of the presenter.

Here are the general rules for the Committee's public comment period:

1. Public Comment shall be for a period of 20 minutes and shall generally follow the opening of the meeting. The Committee reserves the right to rearrange its agenda to accommodate scheduled presenters.
2. Any citizen wishing to speak before the Committee shall identify themselves by name and address and shall speak for no longer than ~~3 minutes~~ **2 minutes**. No citizen may speak more than once without permission of the Chair. All citizens shall speak to the full Committee through the Chair and shall not address individual members or administrators.

3. Individuals may address topics on the agenda, items specified for public comment, or items within the scope of responsibility of the School Committee. The Chair shall rule out of order any individual who fails to honor the guidelines or who addresses a matter inappropriate for public comment.

4. Any Committee member may direct questions to the speaker through the Chair in order to clarify comments of the speaker.

SOURCE: MASC



## SPECIAL PROCEDURES FOR CONDUCTING HEARINGS

In conducting all public hearings required by law, and others, as it deems advisable, the School Committee will:

1. Give due and public notice in line with statutory requirements and seek to publicize the meeting in all local media.
2. Make available printed information on the topic of the hearing.
3. Give all persons an equal opportunity to be heard in accordance with the Committee's policy.

The **Chairperson** of the Committee will preside at the hearing.

The public will be informed at the beginning of the hearing the particular procedure that will be followed in regard to questions, remarks, rebuttals, and any time limitations or other rules that must be followed to give everyone an opportunity to be heard.

In conformance with customary hearing procedures, statements and supporting information will be presented first by the Committee, or by others for the Committee; to comment, citizens must be recognized by the chair, and all remarks must be addressed to the chair and be germane to the topic. To assure that all who wish get a chance to speak, the chair will recognize persons who have not commented previously during the hearing before recognizing persons who wish to remark a second time.

**NOTE: The details pertaining to conduct of hearings (such as requirements for granting due process, rules of evidence, the making of records and transcripts, and so on), whether established by state law or by Committee action, may be included in the manual as a regulation coded BEE-R. Policies and procedures for special types of hearings -- such as those related to student suspension, staff dismissal, programs and accommodations for handicapped children, and so on -- are better filed under terms related to those specific topics.**

Draft: 4-5-05  
Adopted 4-27-05

*Note: The MASC Reference Manual replaces the highlighted word "Chairperson" with "Chair"*

SOURCE: Greenfield

## SCHOOL COMMITTEE POLICY DEVELOPMENT

The School Committee will develop policies and put them in writing so that they may serve as guides for the discretionary action of those to whom it delegates authority.

The formulation and adoption of these written policies will constitute the basic method by which the School Committee will exercise its leadership in providing for the successful and efficient functioning of the **school system district**. Through the study and evaluation of reports concerning the execution of its policies, the School Committee will exercise its control over school operation.

The School Committee accepts the definition of policy set forth by the National School Boards Association:

Policies are principles adopted by a School Committee to chart a course of action. They tell what is wanted; they may include why and how much. Policies should be broad enough to indicate a line of action to be followed by the administration in meeting day-to-day problems, yet be specific enough to give clear guidance.

The policies of the School Committee are framed, and are meant to be interpreted, in terms of state law, regulations of the Massachusetts Board of Education, and other regulatory agencies of the various levels of government.

~~NOTE: One of the first policy needs of a School Committee is a policy, or set of policies, on policy development. The policy above is one of a set of policies adopted by a Massachusetts School Committee.~~

Draft: 4.5.2005

Adopted 4.7.2005

Reviewed by Policy Committee 2.3.2016. No change recommended.

To school committee 2.9.2016 for 1st Reading and 3.9.2016 for adoption.

Adopted by School Committee 3.9.2016

*Note: The MASC Reference Manual replaces "school system" with "school district"*

SOURCE: Greenfield

## **POLICY ADOPTION**

~~Adoption of new School Committee policies or amending existing policies is solely the responsibility of the School Committee.~~

~~School Committee policies will be adopted and/or amended only by the affirmative vote of a majority of the members of the School Committee when such action has been scheduled on the agenda of a regular or special meeting.~~

~~Except for emergencies, the Committee will use a two-step process for policy adoption and amendment:~~

- ~~1. first reading and approval of wording, and~~
- ~~2. second reading and adoption or rescission.~~

~~In an emergency situation, the Committee may adopt or amend on the first reading. In such circumstances, the policy or amendment should return a second time for affirmation of the emergency policy decision.~~

~~Policies will be effective upon the date set by the School Committee or as soon as is practicable.~~

~~January 28, 2010, First Reading~~

~~April 8, 2010, Second Reading and Adoption April 8, 2010 Adopted~~

~~Reviewed by policy subcommittee, 2.4.2016 No change recommended.~~

~~To school committee 2.9.2016 and 3.9.2016~~

~~Adopted by School Committee on 3.9.2016~~

**SOURCE: Greenfield**

## **POLICY ADOPTION**

Adoption of new policies or changing existing policies is solely the responsibility of the School Committee. Policies will be adopted and/or amended only by the affirmative vote of a majority of the members of the School Committee when such action has been scheduled on the agenda of a regular or special meeting.

To permit time for study of all policies or amendments to policies and to provide an opportunity for interested parties to react, proposed policies or amendments will be presented as an agenda item to the Committee in the following sequence:

1. Information item - distribution with agenda
2. Discussion item - reading of the proposed policy or policies; response from Superintendent; report from any advisory committee assigned responsibility in the area; Committee discussion and directions for any redrafting
3. Action item - discussion, adoption or rejection.

Amendments to the policy at the action stage will not require repetition of the sequence, unless the Committee so directs.

The School Committee may dispense with the above sequence to meet emergency conditions.

Policies will be effective upon the date set by the School Committee. This date will ensure that affected persons have an opportunity to become familiar with the requirements of the new policy prior to its implementation.

SOURCE: MASC

**NOTE: Except in an emergency situation, policies should not be adopted at the meeting at which they are initially introduced.**

## **POLICY REVISION AND REVIEW**

In an effort to keep its written policies up to date so that they can be used consistently as a basis for School Committee action and administrative decision, the Committee will review its policies on a regular basis, no less than every five (5) years. ~~The dates of review, drafting, and action will be recorded on each policy. Employees will be advised that policy subcommittee meeting notices will be posted in three locations—typically city hall, the superintendent’s office, and an online location.~~ **The date of adoption will be recorded on the policy.**

The Committee will evaluate how the policies have been executed by the school staff and will weigh the results. It will rely on the school staff, students, and the community for providing evidence of the effect of the policies it has adopted.

The Superintendent is given the continuing commission of calling to the Committee’s attention all policies that are out of date or for other reason appear to need revision.

The School Committee directs the Superintendent to periodically recall all policy and regulations manuals for administrative updating and Committee review.

**Note: A spread sheet will be kept noting policy review.**

Draft: 4-5-05 Adopted 4-27-05  
Reviewed by policy subcommittee 2.3.2016 and 3.2.2016  
1st reading by school committee, 2.9.2016;  
2nd reading for adoption 3.9.2016

SOURCE: Greenfield

## **POLICY REVISION AND REVIEW**

~~In an effort to keep its written policies up to date so that they can be used consistently as a basis for School Committee action and administrative decision, the Committee will review its policies on a regular basis.~~

~~The Committee will evaluate how the policies have been executed by the school staff and will weigh the results. It will rely on the school staff, students, and the community for providing evidence of the effect of the policies it has adopted.~~

~~The Superintendent is given the continuing commission of calling to the Committee's attention all policies that are out of date or for other reason appear to need revision.~~

~~The School Committee directs the Superintendent to periodically recall all policy and regulations manuals for administrative updating and Committee review.~~

SOURCE: —MASC

## SCHOOL COMMITTEE REVIEW OF REGULATIONS

It is expected that the Superintendent and administrative staff will need to issue regulations implementing policies of the School Committee. Many of these will be routine from year to year; others will arise in special circumstances; some will be drawn up under specific directions from the Committee.

The Committee may review the regulations developed by the Superintendent for the school system whenever they appear inconsistent with policy, goals, or objectives of the District, but it will revise or veto such regulations only when, in the Committee's judgment, they are inconsistent with policies adopted by the Committee.

The Committee will not officially approve regulations except as required by state law or in cases when strong community attitudes, or possible student or staff reaction, make it necessary or advisable for a regulation to have the Committee's advance approval.

### Rules Pertaining to Staff and Student Conduct

Under Massachusetts law, the Superintendent is required to publish "rules and regulations pertaining to the conduct of teachers and students which have been adopted." Codes of discipline, as well as procedures used to develop such codes, shall be filed with the Department of **Elementary and Secondary** Education for information purposes only. Standards of conduct will be included in staff and student handbooks. These handbooks will be reviewed and approved annually by the School Committee.

LEGAL REF.: M.G.L. 71:37H

**~~NOTE: The coding indicates that the identical policy is also filed in the C (General School Administration) section.~~**

**~~It is important to point out that a School Committee is required to approve many regulations — either by law (one example is cited above) or the dictates of good judgment.~~**

Draft: 4-5-05  
Adopted 4-27-05

SOURCE: Greenfield

## **SCHOOL COMMITTEE REVIEW OF PROCEDURES**

It is expected that the Superintendent and administrative staff will need to issue procedures implementing policies of the School Committee. Many of these will be routine from year to year; others will arise in special circumstances; some will be drawn up under specific directions from the Committee.

The Committee may review the procedures developed by the Superintendent for the school district whenever they appear inconsistent with policy, goals, or objectives of the District, but it will revise or veto such procedures only when, in the Committee's judgment, they are inconsistent with policies adopted by the Committee.

The Committee will not officially approve procedures except as required by state law or in cases when strong community attitudes, or possible student or staff reaction, make it necessary or advisable for a procedure to have the Committee's advance approval.

### **Rules Pertaining to Staff and Student Conduct**

Under Massachusetts law, the Superintendent is required to publish "rules and regulations pertaining to the conduct of teachers and students which have been adopted." Codes of discipline, as well as procedures used to develop such codes, shall be filed with the Dept. of Elementary and Secondary Education for information purposes only. Standards of conduct will be included in staff and student handbooks. These handbooks will be reviewed and approved annually by the School Committee.

SOURCE: — MASC

LEGAL REF.: M.G.L. 71:37H

**NOTE: It is important to point out that a School Committee is required to approve many regulations — either by law (one example is cited above) or the dictates of good judgment.**

## **POLICY DISSEMINATION**

The Superintendent is directed to establish and maintain an orderly plan for preserving and making accessible the policies adopted by the Committee and the regulations needed to put them into effect.

L6Accessibility is to extend at least to all employees of the **school system district**, to members of the Committee, and, insofar as conveniently possible, to all persons in the community. A policy concerning a particular group or groups in the schools will be distributed to those groups prior to the policy's effective date.

All policy manuals distributed to anyone will remain the property of the Committee and will be considered as "on loan" to anyone, or any organization, in whose possession they might be at any time. They are subject to recall at any time deemed necessary for purposes of updating.

The School Committee's policy manual will be considered a public record and will be available for inspection at the Superintendent's office.

**Greenfield School Committee policy is available online via Greenfield Public Schools website.**

Draft: 4-5-05

Adopted 4-27-05

*Note: The MASC Reference Manual replaces "school system" with "school district"*

SOURCE: Greenfield

## **SUSPENSION OF POLICIES**

The operation of any section or sections of School Committee policies not established by law or contract may be temporarily suspended by a two-thirds vote of Committee members present at any regular or special meeting. Any action to suspend policy must be reviewed at the next scheduled meeting and will be so noted on the agenda for that meeting.

Draft: 4-5-05

Adopted: 4-27-05

1<sup>st</sup> Reading and Adoption by School Committee: 04.12.17

SOURCE: MASC/Greenfield

## **SCHOOL COMMITTEE-STAFF COMMUNICATIONS**

The School Committee wishes to maintain open channels of communication between itself and the staff. The basic line of communication will, however, be through the Superintendent.

### **Staff Communications to the School Committee**

All communications or reports to the Committee or any of its subcommittees from Principals, supervisors, teachers, or other staff members will be submitted through the Superintendent. This procedure does not deny the right of any employee to appeal to the Committee for administrative decisions on important matters, except those matters that are outside of the Committee's legal authority, provided the Superintendent has been notified of the forthcoming appeal and that it is processed in accordance with the Committee's policy on complaints and grievances. Staff members are also reminded that Committee meetings are public meetings. As such, they provide an excellent opportunity to observe first-hand the Committee's deliberations on problems of staff concern.

### **School Committee Communications to Staff**

All official communications, policies, and directives of staff interest and concern will be communicated to staff members through the Superintendent. The Superintendent will develop appropriate methods to keep staff fully informed of the Committee's problems, concerns and actions.

### **Visits to Schools**

Individual School Committee members interested in visiting schools or classrooms will inform the Superintendent of such visits and make arrangements for visitations through the Principals of the various schools. Such visits will be regarded as informal expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes. Official visits by Committee members will be carried on only under Committee authorization.

**NOTE: The coding of this statement indicates that the identical sample policy is filed in the G (Personnel) section.**

Draft: 4-5-05

Adopted 4-27-05

SOURCE: MASC/Greenfield

## **USE OF ELECTRONIC MESSAGING BY SCHOOL COMMITTEE MEMBERS**

As elected public officials, School Committee members shall exercise caution when communicating between and among themselves via electronic messaging services including, but not limited to, electronic mail (e-mail), **text message, social media postings**, Internet web forums, and Internet chat rooms.

Under the Open Meeting Law, deliberation by a quorum of members constitutes a meeting. Deliberation is defined as movement toward a decision including, but not limited to, the sharing of an opinion regarding business over which the Committee has supervision, control, or jurisdiction. A quorum may be arrived at sequentially using electronic messaging without knowledge and intent by the author.

School Committee members should use electronic messaging between and among members only for housekeeping purposes such as requesting or communicating agenda items, meeting times, or meeting dates. Electronic messaging should not be used to discuss Committee matters that require public discussion under the Open Meeting Law.

Under the Public Records Law, electronic messages between public officials may be considered public records. Therefore, in order to ensure compliance, the School Committee chairperson, in consultation with the Superintendent of Schools, shall annually designate a member of the central office staff who shall be copied on all electronic correspondence between and among members of the School Committee. These copies shall be printed and retained in the central office in the same fashion as any other School Committee records. School Committee members who do not have a computer or access to these messages shall be provided copies on a timely basis.

LEGAL REF.: M.G.L. M.G.L. [4:7](#); [30A:18-25](#), [23B](#); [66:10](#) ~~39:23A, 23B~~ **repealed**

Draft: 4-5-05  
Adopted 4-27-05

SOURCE: Greenfield

## **~~USE OF ELECTRONIC MESSAGING BY SCHOOL COMMITTEE MEMBERS~~**

~~As elected public officials, School Committee members shall exercise caution when communicating between and among themselves via electronic messaging services including, but not limited to, electronic mail (e-mail), text messages, social media postings, internet web forums, and internet chat rooms.~~

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~~School Committee members should use electronic messaging between and among members only for housekeeping purposes such as requesting or communicating agenda items, meeting times, or meeting dates. Electronic messaging should not be used to discuss Committee matters that require public discussion under the Open Meeting Law.~~

~~Under the Public Records Law, electronic messages between public officials may be considered public records. Therefore, in order to ensure compliance, the School Committee Chair, in consultation with the Superintendent of Schools, shall annually designate a member of the central office staff who shall be copied on all electronic mail correspondence between and among members of the School Committee, or the district shall provide district e-mail addresses, which are archived. These copies shall be printed and retained in the central office in the same fashion as any other School Committee records. School Committee members who do not have a computer or access to these messages shall be provided copies on a timely basis.~~

SOURCE: MASC July 2016

LEGAL REFS.: M.G.L. [4:7](#); [30A:18-25](#), [23B](#); [66:10](#)

## NEW SCHOOL COMMITTEE MEMBER ORIENTATION

**In accordance with the requirements of law, each new School Committee member elected to the School Committee is required to complete, within one year of their election or appointment, at least eight hours of orientation training. This orientation shall include, but is not limited to, a review of School Finance, the Open Meeting Law, Public Records Law, Ethics/Conflict of Interest Law, Special Education Law, Collective Bargaining, School Leadership Standards and Evaluations, and the Roles and Responsibilities of School Committee Members.**

The School Committee chairperson and the Superintendent shall assist each new member to understand the policies and procedures of the Committee as soon after election as possible. All new members shall receive copies of all agendas, reports, and other communications received by Committee members.

Each new member shall be given the following materials:

1. Website location of the School Committee policy manual
2. A copy of the Open Meeting Law
3. A copy of the Conflict of Interest Regulations
4. A copy of the District's budget
5. Collective bargaining agreements and contracts for personnel Hired by the School Committee
6. Student and staff handbooks, or website location, if applicable
7. Organizational Chart listing school buildings and key personnel
8. Information on the warrant (bill-paying) process
9. Any Memoranda of Understanding (MOUs) between the school system and other entities
10. School calendar, and/or website location of school calendar
11. ~~Annual calendar of School Committee tasks~~ **Technology Acceptable Use Guidelines for ll gpsk-12.org users**

Each new member shall also receive any other materials the Chairperson and/or the Superintendent determines to be necessary. The Massachusetts Association of School Committees, Inc., shall furnish a copy of the latest Massachusetts General Laws relating to education.

The Chairperson and/or Superintendent will clarify policies that involve:

1. Arranging visits to schools or administrative offices,
2. Requesting information regarding School District operations,
3. Responding to community requests/complaints concerning staff or programs,
4. Handling confidential information.

In districts where members are appointed as well as elected, prior to assuming their official duties (i.e.: cities), they may be invited to attend all meetings of the Committee with the exception of executive sessions. Whether appointed or elected, new members should be advised that they are also members of the Massachusetts Association of School Committee, Inc., and should be encouraged to utilize the services and resources MASC provides by attending meetings or workshops specifically designed for new Committee members.

Their expenses at these meetings or workshops will be reimbursed in accordance with established Committee policy.

LEGAL REF: MGL 71:36A

Draft: 4-5-05 Adopted 4-27-05

Reviewed by Policy Subcommittee, 2.3.2016 and 3.2.2016

1st Reading for review, 2.9.2016

2nd Reading for Adoption by School Committee 3.9.2016

SOURCE: Greenfield

## **~~NEW SCHOOL COMMITTEE MEMBER ORIENTATION~~**

~~In accordance with the requirements of law, each new School Committee member elected to the School Committee is required to complete, within one year of their election or appointment, at least eight hours of orientation training. This orientation shall include, but is not limited to, a review of School Finance, the Open Meeting Law, Public Records Law, Ethics/Conflict of Interest Law, Special Education Law, Collective Bargaining, School Leadership Standards and Evaluations, and the Roles and Responsibilities of School Committee Members.~~

~~The School Committee and Superintendent shall assist each new member to understand the Committee's functions, policies and procedures of the Committee as soon after election as possible. Each new member shall be given or provided direct online access to the following materials:~~

- ~~A. A copy of the School Committee policy manual~~
- ~~B. A copy of the Open Meeting Law~~
- ~~C. A copy of the Ethics/Conflict of Interest Regulations~~
- ~~D. A copy of the district's budget~~
- ~~E. Collective bargaining agreements and contracts~~
- ~~F. Student and staff handbooks~~

~~Each new member shall also receive any other materials the Chair and/or the Superintendent determine. The Chair and/or Superintendent shall also clarify policy:~~

- ~~A. Arranging visits to schools or administrative offices~~
- ~~B. Requesting information regarding school district operations~~
- ~~C. Responding to community requests/complaints concerning staff or programs~~
- ~~D. Handling confidential information~~

~~Whether appointed or elected, new members should be advised that they are also members of the Massachusetts Association of School Committees, Inc. and should be encouraged to utilize the services and resources MASC provides by attending meetings or workshops specifically designed for new Committee members. Their expenses at these meetings or workshops will be reimbursed in accordance with established School Committee policy.~~

SOURCE: MASC July 2016

LEGAL REF.: ——— M.G.L. [71:36A](#)

CROSS REF.: ——— BBBA/BBBB School Committee Member Qualifications/Oath of Office

## SCHOOL COMMITTEE CONFERENCES, CONVENTIONS, AND WORKSHOPS

To provide continuing in-service training and development for its members, the School Committee encourages the participation of all members at appropriate School Committee conferences, workshops and conventions. However, in order to control both the investment of time and funds necessary to implement this policy, the Committee establishes these principles and procedures for its guidance:

1. The Committee secretary will maintain a calendar of School Committee conferences, conventions and workshops. The Committee will periodically decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the school system **district**. ~~At least annually, the Committee will identify those new ideas or procedures and/or cost benefits that can be ascribed to participation at such meetings.~~
2. Funds for participation at such meetings will be budgeted for on an annual basis. When funds are limited, the Committee will designate which of its members would be the most appropriate to participate at a given meeting.
3. Reimbursement to Committee members for their travel expenses will be in accord with the travel expense policy for staff members.
4. When a conference, convention, or workshop is not attended by the full Committee, those who do participate will be requested to share information, recommendations and materials acquired at the meeting.

LEGAL REFS.: M.G.L. 40:5

Draft: 4-5-05  
Adopted 4-27-05

SOURCE: Greenfield

## **SCHOOL COMMITTEE CONFERENCES, CONVENTIONS, AND WORKSHOPS**

~~To provide continuing in-service training and development for its members, the School Committee encourages the participation of all members at appropriate School Committee conferences, workshops and conventions. However, in order to control both the investment of time and funds necessary to implement this policy, the Committee establishes these principles and procedures for its guidance:~~

- ~~1. The School Committee shall be made aware of School Committee conferences, conventions and workshops. The Committee will periodically decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the school district.~~
- ~~2. Funds for participation at such meetings will be budgeted for on an annual basis. When funds are limited, the Committee will designate which of its members would be the most appropriate to participate at a given meeting.~~
- ~~3. Reimbursement to Committee members for their travel expenses will be in accordance with the travel reimbursement policy.~~
- ~~4. When a conference, convention, or workshop is not attended by the full Committee, those who do participate will be requested to share information, recommendations and materials acquired at the meeting.~~

SOURCE: MASC July 2016

LEGAL REF.: ~~\_\_\_\_\_~~ M.G.L. [40:5](#)

CROSS REFS.: ~~\_\_\_\_\_~~ [BID](#), School Committee Member Compensation and Expenses  
~~\_\_\_\_\_~~ [DKC](#), Expense Reimbursements

## SCHOOL COMMITTEE MEMBER COMPENSATION AND EXPENSES

The School Committee shall serve without compensation, except that a member of a School Committee of a city, town, regional school district or superintendency union may be compensated for his/her their services by a majority vote of the city council in a city having a Plan D or Plan E charter; in a city not having a Plan D or Plan E charter by vote of the city council, subject to the provisions of the charter of such a city; in a town by a majority vote at a town meeting; and in a regional school district or school superintendency by a majority vote of the voting member towns authorized at their respective town meetings, the amount of such compensation, in each case, to be set by the respective cities, towns or groups of towns. No member of a School Committee in any town shall be eligible to the position of teacher, or Superintendent of public schools therein, or in any union school or superintendency union or district in which his/her their town participates. **No person elected as a School Committee member shall hold any other Town office or Town employment for which a salary or other emolument is payable from the Town treasury. No former member of the School Committee shall hold any compensated appointed Town office or Town employment until one (1) year following the date on which such member's service on the School Committee has terminated. This provision shall not prevent a Town officer or other Town employee who has taken a leave of absence in order to serve as a member of the School Committee from returning to the same office or other position of Town employment held at the time such leave of absence commenced; provided, however, no such person shall be eligible for any other municipal position until at least one (1) year following the termination of service as a member of the School Committee.**

Upon submitting vouchers and supporting bills for expenses incurred in carrying out specific services previously authorized by the Committee, members may be reimbursed from school funds.

Reimbursable expenses may include the cost of attendance at conferences of School Committee associations and other professional meetings or visitations when such attendance and expense payment has had prior School Committee approval.

LEGAL REFS.: M.G.L. 40:5; 71:52  
Greenfield City Charter Article 4, Section 3

Draft: 4-5-05  
Adopted 4-27-05

*Note: The MASC Reference Manual replaces "his/her" with "their" and includes the Cross Reference listed below:*

**CROSS REF.: BIBA, School Committee Conferences, Conventions, and Workshops**

SOURCE: Greenfield

## SCHOOL COMMITTEE LEGISLATIVE PROGRAM

The School Committee, as an agent of the state, must operate within the bounds of state and federal laws affecting public education. If the Committee is to meet its responsibilities to the residents and students of this community, it must work vigorously for the passage of new laws designed to advance the cause of good schools and for the repeal or modification of existing laws that impede this cause.

To this end:

1. The Committee will keep itself informed of pending legislation and actively communicate its concerns and make its position known to elected representatives at both the state and national level.
2. The Committee will work with its legislative representatives (both state and federal), with the Massachusetts Association of School Committees, and other concerned groups in developing an annual, as well as a long-range, legislative program. One of the major objectives of the Committee's legislative program will be to seek full funding for all state and federally mandated programs.
- ~~3. The Committee will annually designate a person who may or may not be a member of the Committee to serve as its legislative representative. This person will be authorized to speak on the Committee's behalf with respect to legislation being considered by the Massachusetts Legislature or the United States Congress or their respective Committees. In all dealings with individual elected representatives, the Legislature or Congress, the Committee's representative will be bound by the official positions taken by the School Committee.~~

Draft: 4-5-05

Adopted 4-27-05

SOURCE: MASC/Greenfield

## **SCHOOL COMMITTEE MEMBERSHIPS**

The Committee will maintain memberships in the national, state and regional School Committees (boards) associations and take an active part in the activities of these groups.

It may also maintain institutional memberships in other educational organizations, which the executive officer and Committee find to be of benefit to members and personnel.

The materials and benefits of institutional memberships will be distributed and used to the best advantage of the Committee and the staff.

Draft: 4-5-05

Adopted 4-27-05

SOURCE: MASC/Greenfield

## GENERAL SCHOOL ADMINISTRATION

CA	ADMINISTRATION GOALS <i>okay</i>
CB	SCHOOL SUPERINTENDENT (G)
<del>CB</del>	<del>SCHOOL SUPERINTENDENT (MASC)</del>
<del>CBD</del>	<del>SUPERINTENDENT'S CONTRACT (G)</del>
CBD	SUPERINTENDENT'S CONTRACT (MASC)
<del>CBI</del>	<del>EVALUATION OF THE SUPERINTENDENT (G)</del>
CBI	EVALUATION OF THE SUPERINTENDENT (MASC)
<del>CBI-E</del>	<del>SUPERINTENDENT EVALUATION INSTRUMENT</del>
CCB	LINES OF AUTHORITY <i>COMMUNICATION</i> AND STAFF RELATIONS
CE	ADMINISTRATIVE COUNCILS, CABINETS, AND COMMITTEES
CH	POLICY IMPLEMENTATION
<del>CHA</del>	<del>DEVELOPMENT OF REGULATIONS/PROCEDURES (G)</del>
CHA	DEVELOPMENT OF PROCEDURES (MASC)
<del>CHB</del>	<del>SCHOOL COMMITTEE REVIEW OF REGULATIONS/PROCEDURES</del>
CHC	REGULATIONS/PROCEDURES DISSEMINATION (G)
<del>CHC</del>	<del>PROCEDURES DISSEMINATION (MASC)</del>
CHCA	APPROVAL OF HANDBOOKS AND DIRECTIVES
CHCA-E	APPROVAL OF HANDBOOKS AND DIRECTIVES <i>question on whether SC approves handbooks or not</i>
CHD	ADMINISTRATION IN POLICY ABSENCE
CL	ADMINISTRATIVE REPORTS
CM	SCHOOL DISTRICT ANNUAL REPORT <i>question on whether SC approves this type of document...</i>

Okay with MASC suggested changes File: CA

## ADMINISTRATION GOALS

It is the intent of the School Committee that the District employ qualified personnel to administer the school system efficiently and to require the Superintendent to organize the administration in a manner that will make clear the functions of each position and the relationships among them.

The Superintendent will establish clear lines of communication, both vertically and horizontally, and will form any staff councils or committees needed to provide for efficient conduct of school business. In order to engage in this process in an orderly and effective fashion, each individual and group will be given particular, clear-cut responsibilities. Channels will be established so that the recommendations and decisions of each group can be heard and reviewed by the chief administrative officer concerned, and, where appropriate, by the Superintendent and School Committee.

The organization and administration of the schools will balance responsibility with commensurate authority, subject to the reserved legal powers of the School Committee. This means that an administrator, when assigned a responsibility or a position, will be given the authority to make the decisions necessary to perform the assigned tasks.

For the schools to operate effectively, each administrative officer will be responsible and accountable for making a plan of development for all staff assigned to his/her area of operation.

Draft – August 24, 2005

Adopted – September 28, 2005

*Note: The MASC Reference Manual replaces “school system” with “school district” and “an administrator” with “a staff member”*

SOURCE: Greenfield  
/MASC

## **SCHOOL SUPERINTENDENT**

The Committee shall employ a Superintendent of Schools and fix ~~his/her~~ **their** compensation. The Superintendent shall act in accordance with General Laws, ~~Chapter 71, Section 59,~~ and shall perform such other duties consistent with this section as the Committee may determine. ~~He/she~~ **They** shall also prepare such reports as may be required by the State Department of **Elementary and Secondary** Education and shall submit materials for the Committee's annual report to the **Mayor** (Mayor).

LEGAL REFS:        M.G.L. 71:59, 72:3

Draft – August 24, 2005

Adopted – September 28, 2005

SOURCE: Greenfield

**Slight differences as compared to MASC**

## SCHOOL SUPERINTENDENT

~~The Committee shall employ a Superintendent of Schools and fix their compensation. The Superintendent shall act in accordance with Mass. General Laws and shall perform such other duties consistent with this section as the Committee may determine. They shall also prepare such reports as may be required by the State Dept. of Elementary and Secondary Education and shall submit materials for the Committee's annual report to the (Mayor) **Selectmen in sufficient time for printing in the annual report.**~~

SOURCE: MASC July 2016

LEGAL REFS: M.G.L. [71:59](#), [72:3](#)

## **SUPERINTENDENT'S CONTRACT**

~~The Committee, upon the election of a candidate or upon reelection of the incumbent Superintendent, will enter into a written contract with the Superintendent which will meet the requirements of law and will protect the rights of both the Committee and the Superintendent.~~

~~LEGAL REFS.: ——— M.G.L. 71:41; 71:42~~

~~Draft — August 24, 2005~~

~~Adopted — September 28, 2005~~

~~SOURCE: MASC July 2016~~

~~LEGAL REFS.: M.G.L. [71:41](#); [71:42](#)~~

~~SOURCE: Greenfield~~

## **SUPERINTENDENT'S CONTRACT**

The Committee, upon the appointment of a candidate to be Superintendent will enter into a written contract with the Superintendent which will meet the requirements of law and will protect the rights of both the Committee and the Superintendent. **In accordance with said contract or, in the absence of specific contract language, by vote of the members, the Committee may choose to negotiate a successor contract with an incumbent Superintendent.**

SOURCE: MASC July 2016

LEGAL REFS.: M.G.L. [71:41](#); [71:42](#)

**NOTE: Under the laws of the Commonwealth, the School Committee may award a contract to a Superintendent of schools for a period not to exceed six years.**

## **~~EVALUATION OF THE SUPERINTENDENT~~**

~~Through evaluation of the Superintendent, the School Committee will strive to accomplish the following:~~

- ~~1. Ensure administrative leadership of excellence for the school system.~~
- ~~2. Provide the Superintendent with feedback by all Committee members with regard to his/her performance in relation to mutually agreed upon goals.~~
- ~~3. Promote harmonious working relationships between the School Committee and Superintendent.~~

~~The School Committee will annually develop with the Superintendent a set of performance objectives based on the needs of the school system. The Superintendent's performance will be reviewed in accordance with these specified goals. Additional objectives will be established at intervals agreed upon with the Superintendent.~~

~~Draft—August 24, 2005~~

~~Adopted—September 28, 2005~~

~~SOURCE: Greenfield~~

## EVALUATION OF THE SUPERINTENDENT

Evaluation can serve the purpose of helping educators and educational leaders continually improve their practice.

Through evaluation of the Superintendent, the School Committee will strive to accomplish the following:

1. Ensure the efforts of the Superintendent are focused on district goals and the standards of professional practice established by state regulation are met by the Superintendent.
2. Ensure all Committee members and the Superintendent are in agreement and clear on the role of the Superintendent and the immediate priorities among their responsibilities.
3. Provide excellence in administrative leadership of the school district.
4. Develop a respectful and productive working relationship between the School Committee and Superintendent.

The School Committee and Superintendent will periodically develop a set of performance objectives based on the needs of the school district and in keeping with state regulations for evaluation of the Superintendent. The Superintendent's performance will be reviewed in accordance with specified goals and standards. Additional objectives will be established according to the evaluation cycle agreed upon with the Superintendent.

~~All School Committee discussion and deliberation related to~~ The Superintendent's performance evaluation shall be conducted in open session in accordance with the open meeting law.

SOURCE: MASC July 2016

LEGAL REF: M.G.L. 30A:18-25  
603CMR35:00

## **SUPERINTENDENT EVALUATION INSTRUMENT**

~~This is appropriately an addendum to superintendent's contract, and, as such, is policy. Does not need to be in policy. If it is in policy, this will need to be changed each time there is a change in the mutually agreed upon evaluation.~~

~~This model was developed after reviewing multiple sources of data, review instruments, and research on superintendent evaluation from all over the United States. Included were district and state evaluation forms, research on leadership, school administration and the superintendency, and best practices for superintendent evaluation.~~

~~The subcommittee drew from this information and from the School Committee working session to set 6 standards that incorporate the scope of the superintendency and district wide school administration. Each of the standards gives an introduction to explain what the standard covers, and then outlines specific informational performance indicators.~~

~~In particular, this model encourages the broad review of all the responsibilities of the position with the intent of highlighting areas for commendation and /or improvement, as part of a continuous improvement model of school governance and administration. The rating applies to the superintendent's overall performance.~~

~~This model assumes that the superintendent has the budget and supporting administrative staff to successfully accomplish the work of the office, but also allows for a superintendent making priority decisions when resources are constrained.~~

### **Guidelines:**

- ~~1. Mutually agreed upon goal development for upcoming school year will be developed in the summer. Goal development to be completed not later than August 31<sup>st</sup>. Goals to e specific and may include core goals and ambitious stretch goals.~~
- ~~2. Feedback provided to the Superintendent by all committee members throughout the year.~~
- ~~3. Formal annual evaluation of the Superintendent to begin in May using the approved evaluation instrument and the mutually agreed upon goals. A summary review document will be released by no later than the end of July.~~
- ~~4. In a Superintendent's initial year, the interim review will occur after no more than 4 months from the Superintendent's start date.~~
- ~~5. A provision for the final contract year is a six month notice for renewal or non-renewal, provided by November 30<sup>th</sup>~~



**Standard 1: LEADERSHIP**

~~The increasing diversity of school communities places a premium on school leaders who can create a vision of success for the district now and in the future, and use their skills in communication, collaboration and community building to ensure that the vision becomes a reality.~~

~~Effective leaders mobilize resources to move the district forward. They attract competent people to enhance the organization's capabilities, cultivating and focusing the strengths of colleagues to achieve the shared vision. They welcome change as an opportunity for growth and they help people through the change process. They learn from the knowledge and experiences of others while they freely offer their expertise to those who seek it. They are focused and purposeful, and are always attentive to being consistent with what they say and what they do.~~

~~A school superintendent's leadership focuses on expanding opportunities and encouraging a climate for people to reach their highest level of achievement.~~

***Performance Indicators:***

~~(Do not rate individual indicators. These are listed only to help you think about the standard.)~~

- ~~1.1 Works to create a district culture that provides for continuous learning and sharing of knowledge in an open, supportive and challenging learning community~~
- ~~1.2 Can prioritize and focus the energy and resources of the district in good times and in bad.~~
- ~~1.3 Fosters community understanding and support of the school system.~~
- ~~1.4 Identifies potential efficiencies and mutually beneficial relationships of regional, city and other collaborations~~
- ~~1.5 Promotes and expects a system-wide climate of respect, responsibility, understanding, and civility~~
- ~~1.6 Explores ways to find common ground in dealing with difficult and divisive issues.~~
- ~~1.7 Demonstrates courage and provides leadership in difficult situations, providing a model for the behavior of others~~
- ~~1.8 Describes and promotes the importance of education in maintaining a healthy community and a democratic society~~
- ~~1.9 Recognizes that leadership skills can be learned. Nurtures activities to make sure other individuals in the district develop as leaders.~~
- ~~1.10 ——— Develops, implements, promotes and monitors long term planning and continuous improvement processes~~

~~The superintendent's performance for this standard (circle one):~~

Poor ————— Need Improvement ————— Good ————— Excellent

***Comments:***

**Standard 2: POLICY AND GOVERNANCE**

This standard stresses the superintendent's ability to work with the school committee to formulate school committee district policy, and demonstrate effective governance to staff, students and the community at large. To the extent possible, is fair and impartial in administering policy and understanding the need for occasional reasonable exceptions to policy.

***Performance Indicators:***

(Do not rate individual indicators. These are listed only to help you think about the standard.)

- ~~2.1 Understands and articulates the system of public school governance and differentiates between school committee policy making and the superintendent's administrative responsibilities.~~
- ~~2.2 Establishes procedures for superintendent/committee interpersonal and working relationships~~
- ~~2.3 Understands and interprets the role of federal, state and regional governments, policies, and politics and their relationships to the local districts and schools~~
- ~~2.4 Uses legal counsel in governance and procedures to address potential civil and criminal liabilities~~
- ~~2.5 Advises the School Committee on the need for new and/or revised policies and makes recommendations to the Committee regarding possible changes~~
- ~~2.6 Collaborates with the school committee to set measurable annual goals to achieve compliance with legal mandates and school committee policy as well as other goals, as appropriate.~~
- ~~2.7 Establishes administrative guidelines and policies to govern the system.~~

The superintendent's performance for this standard (circle one):

Poor ————— Need Improvement ————— Good ————— Excellent

***Comments:***

**Standard 3: COMMUNICATIONS AND COMMUNITY RELATIONS**

This standard emphasizes the skills necessary to establish effective communications with students, staff, parents and other districts, but also the community as a whole including beneficial relationships with the media, city officials, regional leaders and state legislators. It also stresses responding to community feedback and building community support for the district.

***Performance Indicators:***

(Do not rate individual indicators. These are listed only to help you think about the standard.)

- 3.1 Develops formal and informal techniques to become informed about external perceptions of the district.
- 3.2 Demonstrates effective communication skills (written, verbal and non-verbal contexts, formal and informal settings, large and small group and one-on-one environments)
- 3.3 Promotes parent and community involvement in the school system in ways that are safe and not disruptive.
- 3.4 Makes an effort to build relationships and communicate with the city mayor, council and committees, community groups, colleges and non profits.
- 3.5 Establishes effective school/community relations, school/business partnerships and public service
- 3.6 Provides regular and timely reports to the School Committee and to others as needed or required
- 3.7 Through various types of communications and community involvement, makes efforts to positively influence or manage perceptions of the district.
- 3.8 Understands the role of media in shaping and forming opinions as well as how to work with the media
- 3.9 Establishes procedures and practices for dealing with emergencies such as weather, threats to the school, student violence and trauma

The superintendent's performance for this standard (circle one):

Poor \_\_\_\_\_ Need Improvement \_\_\_\_\_ Good \_\_\_\_\_ Excellent

***Comments:***

**Standard 4: FINANCIAL AND RESOURCE MANAGEMENT**

This standard requires the superintendent to oversee successful fiscal management of the school district, and to make recommendations to the school committee and city council as needed. It stresses the need to prioritize and allocate district resources during good times and bad. It also stresses the skills necessary to locate and maximize supplemental and entrepreneurial resources and partnerships.

***Performance Indicators:***

(Do not rate individual indicators. These are listed only to help you think about the standard.)

- 4.1 ~~Manages the budget and financial resources including forecasting, planning, cash flow management, account auditing and monitoring~~
- 4.2 ~~Takes a leadership role in raising the financial acumen of middle managers within the district, raising levels of sophistication in contracts, hiring, grant writing, budgets, and budget planning.~~
- 4.3 ~~Develops and monitors long range plans for district technology and information systems making informed decisions about computer hardware and software and staff development and training needs~~
- 4.4 ~~Takes a leadership role with facilities and facilities management, improving systems in place; shows an interest in internal and external building care and cleanliness; helps build internal, city, and public support for facility needs and capital borrowing projects~~
- 4.5 ~~Collaborates with the mayor, city council, and city finance director, in addressing the school system finances and planning~~
- 4.6 ~~Explores alternative sources of funding (i.e. grants, entrepreneurial revenue, state and federal special revenue)~~
- 4.7 ~~Identify and explore potential efficiencies in budgeting and resource management.~~
- 4.8 ~~Engages in contingency planning, identifies and works with revenue stream protocols to work towards financial stability for the system.~~

The superintendent's performance for this standard (circle one):

Poor \_\_\_\_\_ Need Improvement \_\_\_\_\_ Good \_\_\_\_\_ Excellent

***Comments:***

## **Standard 5: CURRICULUM & INSTRUCTIONAL DEVELOPMENT**

~~This performance standard addresses what is taught and how it is taught and the resources that support teaching throughout the system. It encompasses the goals of education: exposing students to a wide range of skills, opportunities and information; helping them find their areas of talent and interest; providing remedial services in areas of gaps and weaknesses; and measuring accomplishments of students and schools.~~

~~This standard encompasses curriculum and also instruction in areas of social and personal growth: building character, learning social skills, and developing habits of citizenship. It spans the horizon from the developmental learning in kindergarten to graduation with a meaningful plan for their immediate future.~~

~~It encompasses outreach to parents to support their children's learning, and the use of external resources including consultants. It seeks a balance between complying with grant and state requirements, and fostering hometown initiatives and creativity.~~

~~It emphasizes staying up to date in curriculum, teaching, learning and achievement measures. It requires the superintendent to weigh and consider a variety of competing programs and proposals and to make sound judgments. It requires having a knowledge of research and best practices in a wide array of instructional fields and encouraging district professionals to do due diligence about curriculum and instructional decisions at the building and classroom level.~~

### ***Performance Indicators:***

~~(Do not rate individual indicators. These are listed only to help you think about the standard.)~~

- ~~5.1 Works to ensure developmentally appropriate curriculum and instruction in all areas of learning for all levels of students.~~
- ~~5.2 Directs the review and revision of the district's curriculum on a rotating basis to assure all the curriculum programs have regular and timely reviews. Ensures that the review includes consideration of occupational trends, outstanding models, and cataloguing of resources used.~~
- ~~5.3 Has one or more systems in place to monitor, measure and improve teaching methods and classroom management as needed~~
- ~~5.4 Fosters a culture with expectations for high achievement of all students including those with special needs, English language learners and advanced students.~~
- ~~5.5 Establishes affordable, manageable supplemental programs to enrich the learning experience.~~
- ~~5.6 Has a variety of interventions to support students at levels above and below average norms for their age and or grade in ways that enhance the quality and vitality of the district.~~
- ~~5.7 Encourages innovation and creativity to keep the system competitive.~~
- ~~5.8 To the extent possible, retains the signature programs and feeder programs of the district. Encourages extracurricular, artistic, and athletic programs to keep the system well-rounded and help students find their areas of interest and talent.~~

5.9 Uses defensible measures to evaluate the program and identify ways it can improve.

The superintendent's performance for this standard (circle one):

Poor ————— Need Improvement ————— Good ————— Excellent

***Comments:***

**Standard 6: HUMAN RESOURCES AND LABOR RELATIONS**

This performance standard requires skills in recruiting and developing a qualified work force. It also stresses the ability to discern strengths and weaknesses of personnel and encourage effective placement within the organization. It also requires skills in applying ethical, contractual and legal requirements for personnel selection, development, retention, promotion and dismissal.

Labor relations skills enable the superintendent to provide technical advice to the committee during labor negotiations, and/or to keep the committee apprised of negotiation status, to understand and effectively administer negotiated labor contracts and to keep abreast of legislative changes affecting the collective bargaining process.

***Performance Indicators:***

(Do not rate individual indicators. These are listed only to help you think about the standard.)

- 6.1 Acts resourcefully to recruit and train personnel to meet the human resources needs of the district
- 6.2 Develops systems for feedback and review that are beneficial to professional development and the system.
- 6.3 Identifies and applies appropriate policies, criteria, and processes for the recruitment, selection, induction, compensation and separation of personnel.
- 6.4 Provides for effective management of distributed staff in diverse satellite locations
- 6.5 Advises the School Committee and the Negotiating Subcommittee during the collective bargaining process
- 6.6 Identifies contract language issues and propose modifications
- 6.7 Establishes productive relationships with bargaining groups while managing contracts effectively

The superintendent's performance for this standard (circle one):

Poor ----- Need Improvement ----- Good ----- Excellent

***Comments:***

Adopted— November 17, 2009

SOURCE: Greenfield

## **LINES OF AUTHORITY COMMUNICATION AND STAFF RELATIONS**

The School Committee expects the Superintendent to establish clear understandings on the part of all personnel of the working relationships in the **school system**.

Personnel will be expected to refer matters requiring administrative action to the administrator to whom they are responsible. The administrator will refer such matters to the next higher administrative authority when necessary.

It is expected that the established lines of authority will serve most purposes. But all personnel will have the right to appeal any decision made by an administrative officer through established grievance procedures.

Additionally, lines of authority do not restrict in any way the cooperative, sensible working together of all staff members at all levels in order to develop the best possible school programs and services. The established lines of authority represent direction of authority and responsibility; when the staff is working together, the lines represent avenues for a two-way flow of ideas to improve the program and operations of the **school system**.

Draft – August 24, 2005

Adopted – September 28, 2005

SOURCE: Greenfield/MASC

## ADMINISTRATIVE COUNCILS, CABINETS AND COMMITTEES

The Superintendent may establish such permanent or temporary councils, cabinets, and committees as **they deem** necessary for assuring staff participation in decision making, for implementing policies and **procedures** and for the improvement of the educational program.

Functioning in an advisory capacity, all councils, cabinets and committees created by the Superintendent may make recommendations for submission to the School Committee through the Superintendent. Such groups will exercise no inherent authority. Authority for establishing policy remains with the Committee and authority for implementing policy remains with the Superintendent.

The membership, composition and responsibilities of administrative councils, cabinets and committees will be defined by the Superintendent and may be changed at **they** discretion. However, the School Committee wishes to be kept informed of the establishment and dissolution of these groups as well as their membership and their purpose.

Expenses incurred by such groups for consultative services, materials, and any investigative travel will be paid by the **school district**, but only within budgetary allotments and when approved in advance by the Superintendent.

Draft – August 24, 2005

Adopted – September 28, 2005

SOURCE: Greenfield/**MASC**

## **POLICY IMPLEMENTATION**

The Superintendent has responsibility for carrying out the policies established by the School Committee.

The policies developed by the Committee and the procedures developed to implement policy are designed to increase the effectiveness and efficiency of the **school district**. Consequently, it is expected that all School District employees and students will carry them out.

Administrators and supervisors are responsible for informing staff members in their schools, departments, or divisions of existing policies and procedures and for seeing that they are implemented in the spirit intended.

Draft – August 24, 2005

Adopted – September 28, 2005

SOURCE: **MASC**/Greenfield

## **DEVELOPMENT OF REGULATIONS/PROCEDURES**

~~The Superintendent will be responsible for specifying required actions and designing the detailed arrangements under which the school system will be operated in accordance with School Committee policy. These detailed arrangements will be designed to implement policies, goals, and objectives of the Committee and will be one of the means by which the school system will be governed.~~

~~In the development of procedures, the Superintendent may involve at the planning stage those who would be affected by the procedures, including staff members, students, parents/guardians, and the public. He/she must weigh with care the counsel given by representatives of staff, student and community organizations. He/she will inform the Committee of such counsel in presenting pertinent reports.~~

~~As long as the Superintendent operates within the guidelines of policy adopted by the Committee, he/she may issue procedures without prior Committee approval unless Committee action is required by law, or the Committee has specifically asked that certain types of regulations be given Committee approval, or the Superintendent recommends Committee approval in light of strong community attitudes or probable staff reactions.~~

~~Draft—August 24, 2005~~

~~Adopted—September 28, 2005~~

SOURCE: Greenfield

## **DEVELOPMENT OF PROCEDURES**

The Superintendent will be responsible for specifying required actions and designing the detailed arrangements under which the school district will be operated in accordance with School Committee policy. These detailed arrangements will be designed to implement policies, goals, and objectives of the Committee and will be one of the means by which the school district will be governed.

In the development of procedures, the Superintendent may involve at the planning stage those who would be affected by the procedures, including staff members, students, parents/guardians, and the public. They must weigh with care the counsel given by representatives of staff, student and community organizations. They will inform the Committee of such counsel in presenting pertinent reports of procedures and in presenting procedures for Committee approval.

As long as the Superintendent operates within the guidelines of policy adopted by the Committee, they may issue procedures without prior Committee approval unless Committee action is required by law, or the Committee has specifically asked that certain types of procedures be given Committee approval, or the Superintendent recommends Committee approval in light of strong community attitudes or probable staff reactions.

SOURCE: MASC July 2016

This is also BGD – not needed here

File: CHB (also BGD)

## ~~SCHOOL COMMITTEE REVIEW OF REGULATIONS/PROCEDURES~~

~~It is expected that the Superintendent and administrative staff will need to issue regulations implementing policies of the School Committee. Many of these will be routine from year to year; others will arise in special circumstances; some will be drawn up under specific directions from the Committee.~~

~~The Committee may review the regulations developed by the Superintendent for the school system prior to their issuance, but it will revise or veto such regulations only when, in the Committee's judgment, they are inconsistent with policies adopted by the Committee.~~

~~The Committee will not officially approve regulations except as required by state law, or in cases when strong community attitudes or possible student or staff reaction make it necessary or advisable for a regulation to have the Committee's advance approval.~~

### **Rules Pertaining to Staff and Student Conduct**

~~Under Massachusetts law, the Superintendent is required to publish "rules and regulations pertaining to the conduct of teachers and students which have been adopted." (Codes of discipline, as well as procedures used to develop such codes shall be filed with the Department of Education for information purposes only.) Standards of conduct will be included in staff and student handbooks. These handbooks will be reviewed and approved annually by the School Committee.~~

LEGAL REFS.: — M.G.L. 71:37H

Draft — August 24, 2005

Adopted — September 28, 2005

*Note: The MASC Reference Manual contains policy BGD but does contain CHB*

SOURCE: Greenfield

**REGULATIONS/PROCEDURES DISSEMINATION**

It will be the responsibility of the Superintendent to see that the **procedures** developed to implement Committee policies and administer the school system are appropriately coded and included as **procedures** in the School Committee's policy manual **when necessary**

A regulation concerning a particular group or groups in the schools will be distributed to the group(s) prior to the effective date of the **procedures**.

Draft – 8-24-05

Adopted – September 28, 2005

SOURCE: Greenfield

## **PROCEDURES DISSEMINATION**

~~It will be the responsibility of the Superintendent to see that the procedures developed to implement Committee policies and administer the school district are appropriately coded and included as procedures in the School Committee's policy manual.~~

~~A procedure concerning a particular group or groups in the schools will be distributed to the group(s) prior to the effective date of the procedure.~~

SOURCE: MASC July 2016

## **APPROVAL OF HANDBOOKS AND DIRECTIVES**

The law directs that in each school building containing the grades nine to twelve, inclusive, the Principal, in consultation with the school council, shall prepare and distribute to each student a handbook setting forth the rules pertaining to conduct of students. The school council shall review the handbook each spring to consider changes in the disciplinary policy to take effect in September.

It is essential that the contents of all handbooks conform to School Committee policies. It is also important that all handbooks bearing the name of the **school district** or one of its schools be of a quality that reflects credit on the school department. Therefore, the Committee expects handbooks requiring approval to be approved prior to publication by the Committee and/or the Superintendent.

Committee approval will be necessary for any handbooks that pertain to required standards of conduct for employees or students so that their contents may be accorded the status of Committee-approved policy or regulation. The Superintendent will use **their** judgment as to whether other specific handbooks need Committee approval; however, all handbooks published will be made available to the Committee for informational purposes.

LEGAL REFS.: M.G.L. 71:37H

Draft – August 24, 2005

Adopted – September 28, 2005

SOURCE: Greenfield/**MASC**

## APPROVAL OF HANDBOOKS AND DIRECTIVES

Notwithstanding any general or special law to the contrary all student handbooks shall contain the following provisions:

1. Any student who is found on school premises or at school-sponsored or school related events, including athletic games, in possession of a dangerous weapon or a controlled substance, may be subject to expulsion from school by the Principal.
2. Any student who assaults any employee of the School District may be subject to expulsion from school by the Principal.
3. Any student who is charged with a violation of either (1) or (2) above shall be notified in writing of an opportunity for a hearing, provided, however that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the Principal. After said hearing the Principal may decide to suspend rather than expel a student.
4. Any student who has been expelled shall have the right to appeal to the Superintendent.
5. When a student is expelled under the provisions listed above and applies for admission to another school for acceptance, the Superintendent of the sending school shall notify the Superintendent of the receiving school of the reasons for the pupil's expulsion.

LEGAL REFS.: M.G.L. 71:37H

Draft – August 24, 2005  
Adopted – September 28, 2005

SOURCE: **MASC**/Greenfield

## ADMINISTRATION IN POLICY ABSENCE

When action must be taken within the **school district** where the Committee has provided no guides for administrative action, the Superintendent will have the power to act. The Superintendent's decisions, however, will be subject to review by the Committee.

Draft – August 24, 2005

Adopted – September 28, 2005

*Note: The MASC Reference Manual replaces “school system” with “school district”*

SOURCE: Greenfield/MASC

## **ADMINISTRATIVE REPORTS**

The School Committee will require reports from the Superintendent concerning conditions of efficiency and needs of the schools.

School building administrators will be required to keep such records and make reports as the Superintendent may direct or require.

Upon receipt of the Superintendent's reports, the Committee will take steps to appraise the effectiveness with which the schools are achieving the educational purposes of the **school district**.

Because statistical information often has a time value, each administrator will give careful consideration to all procedures related to reports, accounting, and general business matters that are required for the administration of the school program and will make accurate and prompt return on scheduled dates of all required statistical and other information.

Draft – August 24, 2005

Adopted – September 28, 2005

SOURCE: **MASC**/Greenfield

Hang on to this – asked field directors.

File: CM

## SCHOOL DISTRICT ANNUAL REPORT

An annual report covering the diversified activities of the school district and the administration's recommendations for their improvement will be prepared by the Superintendent and presented to the School Committee. Upon Committee approval, the report will be made available to the public and used as one means for informing the parents/guardians, citizens, Commissioner of Education and others of the programs and conditions of the town's public schools.

Established by law and Committee policy

LEGAL REFS.: M.G.L. 72:4

*Note: The MASC Reference Manual replaces “school system” with “school district”*

SOURCE: MASC/Greenfield